



City of Holly Springs

Date: Monday, July 15, 2019
Location: 3235 Holly Springs Pkwy

Public Hearing Agenda 6:30 p.m., Council Chambers

- I. CALL TO ORDER
- II. BUSINESS/PUBLIC HEARING
 - A. Discuss the Urban Redevelopment Plan of the City of Holly Springs
Presented By: Robert H. Logan, City Manager
- III. ADJOURNMENT

City Council Work Session Agenda *Immediately following Public Hearing*

- I. CALL TO ORDER
- II. PUBLIC COMMENTS
- III. UNFINISHED BUSINESS
 - A. Discuss A-05-2019, applicant requests annexation of 13.4 +/- acres located off of Holly Springs Parkway, Cherokee County, GA, tax parcel 083 of 15N15
Presented By: Nancy Moon, Community Development Director
 - B. Discuss MA-05-2019, applicant requests rezoning of 13.4 +/- acres located off of Holly Springs Parkway, Holly Springs, GA, tax parcel 083 of tax plat 15N15, from R-20, Single Family Residential (County) to GC, General Commercial and MXD, Mixed Use Overlay (City)
Presented By: Nancy Moon, Community Development Director
 - C. Discuss MA-08-2019, applicant requests rezoning of 3.58 +/- acres located off of Holly Springs Parkway, tax parcels 008, 009A, and 011 of tax plat 93N02, from GC, General Commercial (City) to GC/MXD-1, General Commercial with Mixed Use Overlay (City)
Presented By: Nancy Moon, Community Development Director

- D. Discuss ORD-10-2019, amendment to Holly Springs Zoning Ordinance, Article 14, Amendments and Zoning Procedures, to amend procedures and requirements
Presented By: Nancy Moon, Community Development Director

IV. NEW BUSINESS

- E. Discuss a resolution to amend the adopted Municipal Services Master Fee Schedule
Presented By: Nancy Moon, Community Development Director
- F. Discuss a letter to the Cherokee County Board of Commissioners in regard to Rezoning Case #19-05-011
Presented By: Mayor Steven W. Miller
- G. Discuss a Lighting Services Agreement with Georgia Power for pedestrian lighting along Holly Springs Parkway
Presented By: Robert H. Logan, City Manager
- H. Discuss a resolution authorizing the Urban Redevelopment Agency of the City of Holly Springs, Georgia to transact business and exercise powers under the provisions of the Urban Redevelopment Law
Presented By: Robert H. Logan, City Manager
- I. Discuss a resolution designating the Urban Redevelopment Area and approving the Urban Redevelopment Plan
Presented By: Robert H. Logan, City Manager
- J. Discuss a resolution authorizing the execution of an intergovernmental contract relating to the issuance of the Urban Redevelopment Agency of the City of Holly Springs, Georgia Revenue Bond, Series 2019
Presented By: Robert H. Logan, City Manager
- K. Discuss a Commitment Letter from South State Bank
Presented By: Robert H. Logan, City Manager
- L. Discuss an estimate from Earthscapes Products, Inc. for brick demolition, cleaning, and palletization from the structure located at 95 Palm Street, Holly Springs, Georgia
Presented By: Robert H. Logan, City Manager
- M. Discuss a resolution to appoint a member to the Cherokee County Library Board of Trustees
Presented By: Robert H. Logan, City Manager

V. ADJOURNMENT

**City Council Meeting
Agenda
7:00 p.m., Council Chambers**

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

“Veterans of U.S. military services may proudly salute the flag while not in uniform based on a change in the governing law on 25 July 2007.”

III. INVOCATION

IV. SPECIAL PRESENTATION

- July Yard of the Month – Bill & Deanna Morrell

V. CONSENT AGENDA

1. June 3, 2019 Council Meeting Minutes
2. June 17, 2019 Council Meeting Minutes
3. Resolution in Support of the Cherokee Charter Birthday Celebration
4. Georgia Department of Transportation Regulations for Driveway and Encroachment Control Manual

VI. UNFINISHED BUSINESS

5. Approve/deny A-05-2019, applicant requests annexation of 13.4 +/- acres located off of Holly Springs Parkway, Cherokee County, GA, tax parcel 083 of 15N15
6. Approve/deny MA-05-2019, applicant requests rezoning of 13.4 +/- acres located off of Holly Springs Parkway, Holly Springs, GA, tax parcel 083 of tax plat 15N15, from R-20, Single Family Residential (County) to GC, General Commercial and MXD, Mixed Use Overlay (City) with staff stipulations
7. Approve/deny MA-08-2019, applicant requests rezoning of 3.58 +/- acres located off of Holly Springs Parkway, tax parcels 008, 009A, and 011 of tax plat 93N02, from GC, General Commercial (City) to GC/MXD-1, General Commercial with Mixed Use Overlay (City) with staff stipulations
8. Approve/deny ORD-10-2019, amendment to Holly Springs Zoning Ordinance, Article 14, Amendments and Zoning Procedures, to amend procedures and requirements

VII. NEW BUSINESS

9. Approve/deny a resolution to amend the adopted Municipal Services Master Fee Schedule
10. Approve/deny sending a letter to the Cherokee County Board of Commissioners in regard to Rezoning Case #19-05-011
11. Approve/deny a Lighting Services Agreement for service address 4300 Holly Springs Parkway between Georgia Power and the City of Holly Springs
12. Approve/deny a resolution authorizing the Urban Redevelopment Agency of the City of Holly Springs, Georgia to transact business and exercise powers under the provisions of the Urban Redevelopment Law
13. Approve/deny a resolution designating the Urban Redevelopment Area and approving the Urban Redevelopment Plan
14. Approve/deny a resolution authorizing the execution of an intergovernmental contract relating to the issuance of the Urban Redevelopment Agency of the City of Holly Springs, Georgia Revenue Bond, Series 2019
15. Approve/deny the Commitment Letter among South State Bank, the Urban Redevelopment Agency of the City of Holly Springs, and the City of Holly Springs, GA., for financing of the Town Center Project infrastructure, and to authorize the City Manager to execute the documents
16. Approve/deny Invoice #10663 from Earthscapes Products, Inc. for brick demolition, cleaning, and palletization from the structure located at 95 Palm Street, Holly Springs, Georgia, in an amount not to exceed \$10,000
17. Approve/deny a resolution to appoint a member to the Cherokee County Library Board of Trustees

VIII. EXECUTIVE SESSION

- Real Estate

IX. REPORTS

X. ADJOURNMENT

Exhibit A

2019 URBAN REDEVELOPMENT PLAN OF THE CITY OF HOLLY SPRINGS

I. General

This Urban Redevelopment Plan (this "Plan") was prepared by the City of Holly Springs, Georgia (the "City") and constitutes an "urban redevelopment plan" within the meaning of Section 36-61-2(24) of the Official Code of Georgia Annotated.

II. Designation of Urban Redevelopment Area

The Council of the City determined that the area of the City known as the "City of Holly Springs Main Street District" (the "Urban Redevelopment Area") was a "pocket of blight" and designated it as appropriate for urban redevelopment projects, all in accordance with the Urban Redevelopment Law of the State of Georgia (Chapter 61 of Title 36 of the Official Code of Georgia Annotated, as amended) (the "Urban Redevelopment Law"). A map of the Urban Redevelopment Area is on file with the City.

III. Description of the Urban Redevelopment Projects

The Council of the City has identified the following three urban redevelopment projects for the Urban Redevelopment Area, each of which meets the definition of an "urban redevelopment project" pursuant to the Urban Redevelopment Law (collectively, the "Urban Redevelopment Projects"):

1. Town Center Road Network Project:

- A. Widening Hickory Road from roundabout to Holly Springs Parkway
- B. Construction of a roundabout on Hickory Road east of Cherokee County Fire Station #8
- C. Reconfiguration of the intersection of Palm Street and Hickory Road
- D. Construction of the Palm Street Extension from Walnut Street to Hickory Road roundabout

The Town Center Road Network Project is more fully described in the Civil Plans and Specifications prepared by Southeastern Engineering, Inc.

2. Industrial Connector Project:

- A. Acquisition of right-of-way for the construction of Phase I of the Industrial Connector (Hickory Springs Parkway)
- B. Construction of Phase I of Hickory Springs Parkway to eastern entrance of Town Center Project (TCP)

The Industrial Connector Project is more fully described in Scoping Project Plans and Specifications (GDOT P.I. 0015030) prepared by AECOM.

3. Town Center Project:

- A. Extension and addition of water mains to serve the TCP
- B. Extension and addition of sanitary sewer mains to serve the TCP
- C. Relocation of existing underground and overhead utilities to serve the TCP
- D. Pedestrian Lighting, irrigation and streetscapes along the TCP
- E. Acquisition of additional parcel (.98 acre) at the intersection of Hickory Road and Hickory Springs Parkway for the expansion of TCP development
- F. Construction of additional parking and Palm Street access for the Holly Springs Community Center (Depot)
- G. Construction of on-site and off-site stormwater detention facilities and associated infrastructure

H. Mass grading of site to prepare pads for future vertical construction for the TCP development

The Town Center Project is more fully described the Civil Plans and Specification prepared by Southeastern Engineering, Inc. and concept reports prepared by Tunnel-Spengler & Associations d/b/a TSW.

IV. Plan Requirements

This Plan conforms to the general plan for the City as a whole. This Plan identifies the land acquisition, demolition and removal of structures, redevelopment, improvements, and rehabilitation proposed to be carried out in the Urban Redevelopment Area. Neither this Plan nor the Urban Redevelopment Projects will require any zoning or planning changes. Any zoning or planning exceptions will be made in accordance with applicable law. The Urban Redevelopment Projects will constitute appropriate land uses and will not require the displacement or relocation of any families or businesses. This Plan identifies any changes in land uses. This Plan is consistent with and furthers the City's local objectives respecting appropriate land uses, improved traffic, public transportation, public utilities, recreational and community facilities, and other public improvements, as more fully described below.

The City Council approved the TCP, which is an integral part of this Plan, in 2016 to redevelop land at the intersection of Palm Street and Hickory Road in downtown Holly Springs. The TCP and this Plan accomplish the following objectives for the City:

- Land uses – The TCP is zoned General Commercial with a mixed-use overlay (GC w/ MXD-1). This zoning category encourages mixed-use development where residents have housing options adjacent to retail, restaurants and employment opportunities.
- Improved traffic – The TCP road network will improve traffic flow within the downtown core of Holly Springs by adding capacity to Hickory Road, intersection improvements at Palm Street and the construction of a roundabout to keep traffic moving east of Holly Springs Parkway. Construction of phase 1 of the Industrial Connector roadway (Hickory Springs Parkway) along the eastern boundary of the TCP including the acquisition of right-of-way for the road, sidewalks and trails southeast of the railroad will also improve traffic circulation in downtown Holly Springs.
- Public utilities – The TCP includes the extension and upsizing of water mains, the extension of sanitary sewer mains, the addition of stormwater conveyance structures, stormwater detention facilities and pedestrian street lighting.
- Recreational and community facilities – The TCP includes the construction of additional parking at the City of Holly Springs Community Center (Depot) including the addition of an entrance to the facility from Palm Street. Mass grading of the site will allow for the construction of a new City Hall, amphitheater and passive park in phase II of the TCP.

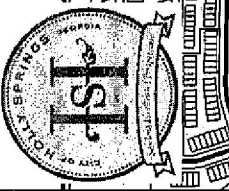
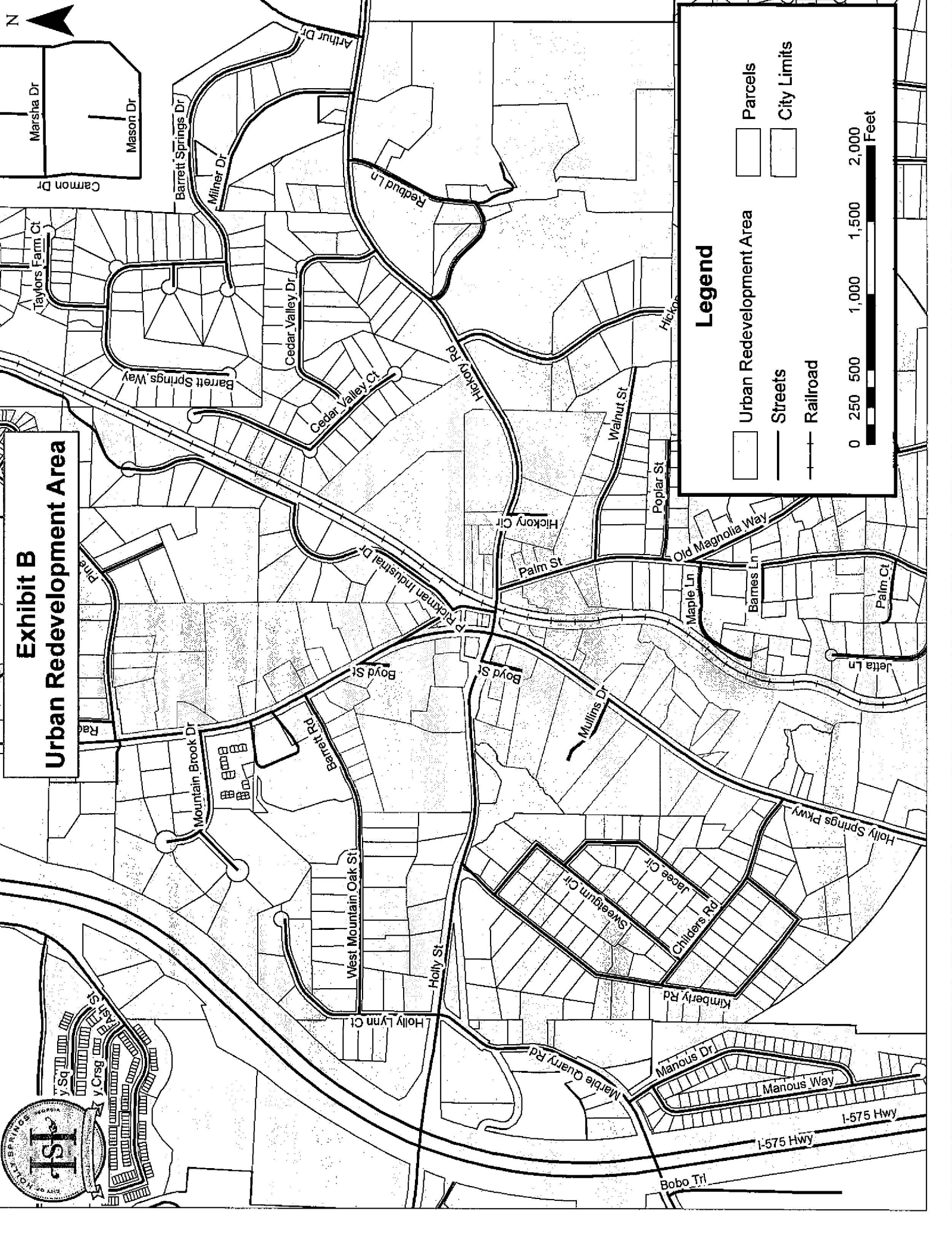


Exhibit B Urban Redevelopment Area



Legend

Urban Redevelopment Area

Streets

Railroad

Parcels

City Limits

0 250 500 1,000 1,500 2,000 Feet

ANNEXATION ORDINANCE

An Ordinance to annex property in the City of Holly Springs, Georgia, pursuant to Chapter 36 of Title 36 of the Official Code of Georgia Annotated (O.C.G.A.); to provide an effective date of said annexation and zoning; and for other purposes.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HOLLY SPRINGS:

The following area contiguous to the City of Holly Springs is hereby annexed and zoned into and is made part of said City:

Section 1

13.23+/- acres, identified as parcel 083 of tax plat 15N15 of the 15th District of Cherokee County, located off of Holly Springs Parkway and more particularly identified by "Exhibit A," the tax plat identifying the subject tracts (attached).

Section 2

Upon annexation, this tract shall be zoned R-40, Single Family Residential Estate.

Section 3

This ordinance shall become effective on the 1st day of August 2019.

Section 4

The City Clerk of the City of Holly Springs is hereby instructed to send certified copies of this ordinance, along with a map of the area annexed to the Cherokee County Board of Commissioners, as well as, notify the Georgia Department of Community Affairs within thirty (30) days after the effective date of the annexation as set forth in section 3 above.

All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

Approved this 15th day of July 2019, by the Mayor and City Council of the City of Holly Springs, Georgia.

Steven W. Miller, Mayor

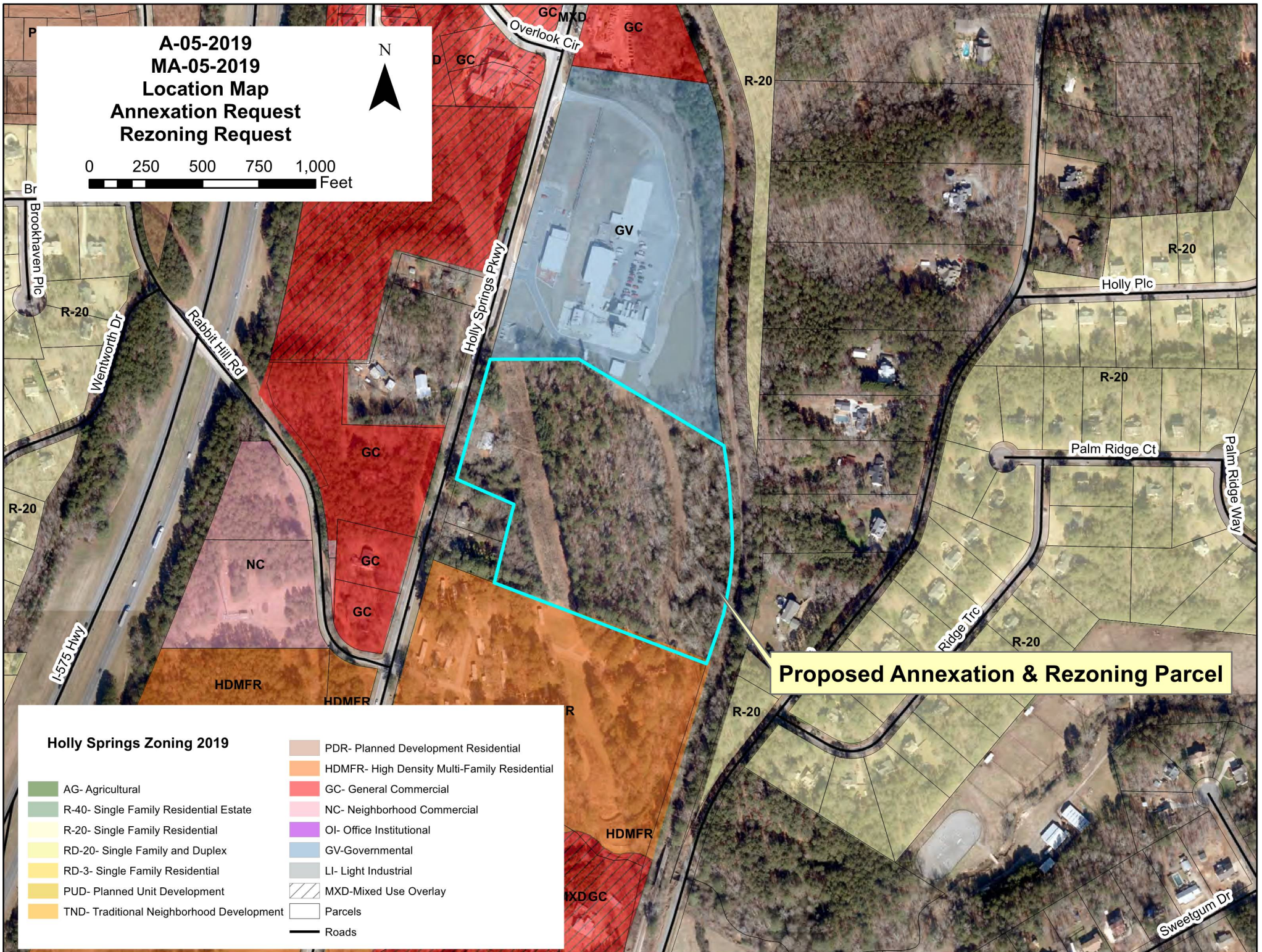
Attest:

Karen Norred, City Clerk
(Seal)

**A-05-2019
MA-05-2019
Location Map
Annexation Request
Rezoning Request**



0 250 500 750 1,000 Feet



Holly Springs Zoning 2019

- | | |
|---|--|
| AG- Agricultural | PDR- Planned Development Residential |
| R-40- Single Family Residential Estate | HDMFR- High Density Multi-Family Residential |
| R-20- Single Family Residential | GC- General Commercial |
| RD-20- Single Family and Duplex | NC- Neighborhood Commercial |
| RD-3- Single Family Residential | OI- Office Institutional |
| PUD- Planned Unit Development | GV- Governmental |
| TND- Traditional Neighborhood Development | LI- Light Industrial |
| | MXD- Mixed Use Overlay |
| | Parcels |
| | Roads |

REZONING ORDINANCE

An ordinance to approve an application for rezoning in the City of Holly Springs, Georgia, concerning 13.23+/- acres, identified as tax parcel 083 of tax plat 15N15, Land Lot 520 of the 15th District of Cherokee County, from R-40, Single Family Residential Estate to GC, General Commercial and MXD-1, Mixed Use; and

WHEREAS, an application was properly submitted to the City of Holly Springs Planning and Zoning Commission by Manor Restorations, requesting rezoning in the City of Holly Springs, Georgia, concerning 13.23+/- acres, identified as tax parcel 083 of tax plat 15N15, Land Lot 520 of the 15th District of Cherokee County, from R-40, Single Family Residential Estate to GC, General Commercial and MXD-1, Mixed Use; and

WHEREAS, after balancing the interest of the community in promoting public health, safety, morality, or general welfare against the right of the property owner to unrestricted use of the property,

The Council of the City of Holly Springs hereby ordains that:

Section 1

The application for rezoning in the City of Holly Springs, concerning 13.23+/- acres, identified as tax parcel 083 of tax plat 15N15, Land Lot 520 of the 15th District of Cherokee County, is hereby rezoned from R-40, Single Family Residential Estate to GC, General Commercial and MXD-1, Mixed Use; and

Section 2

The approval of this application has the following stipulations attached:

1. A master association shall be formed which shall include all component parts of the project. The master association shall be responsible for the oversight, upkeep, and maintenance of the entrance areas, amenity areas, common areas, open space areas, other common recreational areas and the like contained within the community.
2. The master association to be formed hereunder shall have architectural design regulations which shall control and coordinate all principal and accessory buildings within the project, as well as items such as project entrance signage, signage for individual units, signage within amenity areas, common areas, open space areas, other common recreational areas and the like to protect and maintain the quality and integrity of the development.
3. All restrictive covenants and association documents shall be submitted for review by the Community Development Director prior to final plat approval.
4. Density shall be limited to a maximum density of 5.6 units per acre, or a maximum of 75 fee simple single-family detached residential dwelling units.
5. Signage at the entrance point shall be ground based, monument style and in compliance with Article 10, Signs and Outdoor Advertising. The entrance areas shall be

professionally designed, landscaped and maintained. All project signage will be consistent with the architectural design regulations established for the principal and accessory buildings within the project as established by the master association.

6. The architectural style shall be of craftsman type and the exterior facade shall consist of brick, stone, stacked stone, cedar shake type and/or Hardi-plank and combinations thereof. No vinyl siding shall be permitted.
7. Lot design shall ensure that the distance from back of sidewalk to garage door shall be a minimum of 20 feet.
8. Gutters shall blend with the architectural style of the buildings, consistent with the master covenants as established by the master association.
9. Lighting shall be environmentally sensitive, with developer making every effort to ensure that lighting is as unobtrusive as possible, utilizing fully-shielded LED lamps in compliance with the International Dark Sky Association, or equivalent organization.
10. Owner/developer shall coordinate with the Community Development Director and the City Arborist regarding open space, recreation areas, and landscaping.
11. Owner/developer shall install/maintain a twenty-five-foot undisturbed buffer adjacent to parcel 15N15 087B (Cherokee County Fire Training Facility). Said buffer shall be maintained by the master association.
12. Upon offer of the owner/developer, the owner/developer shall donate \$2,000 to the Cherokee County Fire and Emergency Services towards the installation/upgrade of the fencing along the common property line of parcels 015N15 087B and 15N15 083.
13. Prior to land disturbance permit being issued, the Owner/Developer shall donate an easement to the City of Holly Springs for purposes of constructing and maintaining a multi-use trail. The trail shall be 20 feet wide and located adjacent and parallel to the western side of the existing Cherokee County Water and Sewerage Authority sewer line easement.
14. All improvements to Holly Springs Parkway shall be provided as per determination and recommendation of the City Engineer.
15. Developer shall contribute an Infrastructure Improvement Fee of \$1,177 per residential unit to be utilized by the City of Holly Springs for improvements to Holly Springs Parkway. These improvements shall include, but are not limited to grading, paving, storm drains, a left turn lane, and necessary traffic safety activities. Such Infrastructure Improvement Fee shall be paid prior to the issuance of the Land Disturbance permit.
16. Owner/developer shall be responsible for the installation of sidewalks, decorative street lamps, accel/decel lanes and curb and gutter along the road frontage of Holly Springs Parkway, as applicable, and shall conform to the design of the Holly Springs LCI Project 0008961, Pedestrian Improvements, as well as, the requirements of the Holly Springs Parkway District, as stated in Article 19, Design Guidelines for Model Zoning District.
17. Owner/developer shall accommodate any requested easements and/or right-of-way for the Holly Springs Parkway Widening Project, Phase 2, to include but not be limited to any necessary 20' drainage easements and slope easements.

18. In addition to the zoning requirements of the GC/MXD-1 zoning districts, all development shall follow the design guidelines as outlined in the Holly Springs Zoning Ordinance, Article 19, Design Guidelines for Model Zoning Districts.
19. As requested by the Cherokee County School District, the developer shall provide a School Mitigation Fee of \$990 per unit constructed and such fee shall be paid prior to the issuance of each building permit.
20. The area designated for commercial development shall be landscaped if not developed prior to the issuance of the final residential certificate of occupancy for this development. A landscape plan shall be submitted and approved by the community development director and city arborist prior to installation of landscape material.
21. The following uses shall be prohibited on this site:
 - a. Used Vehicle Sales, Lease, or Rental
 - b. Adult Entertainment
 - c. Cash, Check Cashing, and Pawn Establishments
 - d. Tattoo Parlors and Body Piercing Establishments
 - e. Tire sales with outdoor storage
 - f. Cellular phone towers
 - g. Amusement parks
 - h. Animal hospitals/clinics with outdoor kennels
 - i. Go-kart, motor bike track

Section 3

This ordinance shall become effective August 1, 2019, upon approval by Mayor and City Council.

Section 4

The Community Development Director of the City of Holly Springs, Georgia, is hereby instructed to make any and all appropriate changes to the Official Zoning Map of Holly Springs, necessitated by the action described in Section 1 above; however, said changes to the Official Zoning Map of Holly Springs are effective concurrent with the effective date identified in Section 2 above, whether or not they have been physically made and represented.

All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

Adopted this 15th day of July, 2019, by the Mayor and City Council of the City of Holly Springs, Georgia.

CITY OF HOLLY SPRINGS

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

REZONING ORDINANCE

An ordinance to approve an application for rezoning in the City of Holly Springs, Georgia, concerning 3.58+/- acres, identified as tax parcels 008, 009A, and 011 of tax plat 93N02, Land Lot 520 of the 15th District of Cherokee County, from GC, General Commercial to GC, General Commercial and MXD-1, Mixed Use; and

WHEREAS, an application was properly submitted to the City of Holly Springs Planning and Zoning Commission by Steve Adcock, requesting rezoning in the City of Holly Springs, Georgia, concerning 3.58+/- acres, identified as tax parcels 008, 009A, and 011 of tax plat 93N02, Land Lot 520 of the 15th District of Cherokee County, from GC, General Commercial to GC, General Commercial and MXD-1, Mixed Use; and

WHEREAS, after balancing the interest of the community in promoting public health, safety, morality, or general welfare against the right of the property owner to unrestricted use of the property,

The Council of the City of Holly Springs hereby ordains that:

Section 1

The application for rezoning in the City of Holly Springs, concerning 3.58+/- acres, identified as tax parcels 008, 009A, and 011 of tax plat 93N02, Land Lot 520 of the 15th District of Cherokee County, is hereby rezoned from GC, General Commercial to GC, General Commercial and MXD-1, Mixed Use; and

Section 2

The approval of this application has the following stipulations attached:

1. A master association shall be formed for the residential area which shall include all component parts of the project. The master association shall be responsible for the oversight, upkeep, and maintenance of the entrance areas, amenity areas, common areas, open space areas, other common recreational areas and the like contained within the community.
2. The master association to be formed hereunder shall have architectural design regulations which shall control and coordinate all principal and accessory buildings within the project, as well as items such as project entrance signage, signage for individual units, signage within amenity areas, common areas, open space areas, other common recreational areas and the like to protect and maintain the quality and integrity of the development.
3. All restrictive covenants and association documents shall be submitted for review by the Community Development Director prior to final plat approval.
4. Density shall be limited to no more than the maximum as allowed by the TND, Traditional Neighborhood Residential District.
5. Development consisting of residential use shall not front on Holly Springs Parkway.

6. Signage at the entrance point shall be ground based, monument style and in compliance with Article 10, Signs and Outdoor Advertising. The entrance areas shall be professionally designed, landscaped and maintained. All project signage will be consistent with the architectural design regulations established for the principal and accessory buildings within the project as established by the master association.
7. The architectural style shall be of craftsman type and the exterior facade shall consist of brick, stone, stacked stone, cedar shake type and/or Hardi-plank and combinations thereof. No vinyl siding shall be permitted.
8. Lot design shall ensure that the distance from back of sidewalk to garage door shall be a minimum of 20 feet.
9. Gutters shall blend with the architectural style of the buildings, consistent with the master covenants as established by the master association.
10. Lighting shall be environmentally sensitive, with developer making every effort to ensure that lighting is as unobtrusive as possible, utilizing fully-shielded LED lamps in compliance with the International Dark Sky Association, or equivalent organization.
11. Owner/developer shall coordinate with the Community Development Director and the City Arborist regarding open space, recreation areas, and landscaping.
12. All improvements to Holly Springs Parkway shall be provided as per determination and recommendation of the City Engineer.
13. Sanitary sewer connection shall be established prior to the issuance of the first building permit.
14. In addition to the zoning requirements of the GC/MXD-1 zoning districts, all development shall follow the design guidelines as outlined in the Holly Springs Zoning Ordinance, Article 19, Design Guidelines for Model Zoning Districts.
15. As requested by the Cherokee County School District, the owner/developer shall coordinate the school mitigation fee with the Cherokee County School District.
16. The following uses shall be prohibited on this site:
 - a. Used Vehicle Sales, Lease, or Rental
 - b. Adult Entertainment
 - c. Cash, Check Cashing, and Pawn Establishments
 - d. Tattoo Parlors and Body Piercing Establishments
 - e. Tire sales with outdoor storage
 - f. Cellular phone towers
 - g. Amusement parks
 - h. Animal hospitals/clinics with outdoor kennels
 - i. Go-kart, motor bike track
 - j. Restaurants with drive-through facilities

Section 3

This ordinance shall become effective July 15, 2019, upon approval by Mayor and City Council.

Section 4

The Community Development Director of the City of Holly Springs, Georgia, is hereby instructed to make any and all appropriate changes to the Official Zoning Map of Holly Springs, necessitated by the action described in Section 1 above; however, said changes to the Official Zoning Map of Holly Springs are effective concurrent with the effective date identified in Section 2 above, whether or not they have been physically made and represented.

All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

Adopted this 15th day of July, 2019, by the Mayor and City Council of the City of Holly Springs, Georgia.

CITY OF HOLLY SPRINGS

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)



COUNCIL AGENDA REPORT

FROM: Nancy Moon

CC: City Clerk
Public Information

SUBJECT: **ORD-10-2019**, amendment to Holly Springs Zoning Ordinance, Article 14, Amendments and Zoning Procedures, to amend procedures and requirements

DATE: July 11, 2019

MEETING DATE: July 15, 2019

Upon review of Article 14, staff have determined that some of the language is not clear or that some procedures need to be revised. Staff recommend the following changes:

ARTICLE 14: AMENDMENTS AND ZONING PROCEDURES

14.1: Intent – The intent of this Article is to establish minimum procedures governing the exercise of the City’s zoning powers. The minimum procedures are designed to assure that due process is afforded the general public when the City regulates the use of property through its zoning power.

14.2: Zoning Decision – A Zoning Decision is the final action by the City of Holly Springs which results with: (A) the adoption of a zoning ordinance; (B) the adoption of an amendment to a zoning ordinance which changes the text of the zoning ordinance; (C) the adoption of an amendment to a zoning ordinance which rezones property from one zoning classification to another; (D) the adoption of an amendment that amends a prior zoning decision; and (E) the approval of a conditional use permit (CUP) request.

14.3: Amendments – This Ordinance, including the Official Zoning Map, may be amended as follows:

14.3-1 By the City Council upon its own motion, in accordance with the requirements of the State Zoning Procedures Law (O.C.G.A. Section 36-66) and this Ordinance; or,

14.3-2 By the City Council upon the recommendation of the Planning and Zoning Commission which, prior to such recommendation, shall have given public notice of the proposal and held a public hearing thereon as required by the State Zoning Procedures Law and this Ordinance.

14.3-3 Nothing herein shall preclude the City Council's submission of any proposed amendment to the Ordinance to the Planning and Zoning Commission for its review and recommendations as set out in Section 14.2 herein and, in mere particularity, in Section 14.3 of this Article.

14.4: Zoning Procedures – The Holly Springs Zoning Ordinance may be amended from time to time subject to the following conditions:

14.4-1 No amendment shall become effective unless it shall have been initiated by either the Mayor and Council of the City of Holly Springs, the Planning and Zoning Commission, the property owner(s) or an individual who has the owner(s)' power of attorney authorizing him/her to act.

14.4-2 No amendment to this Ordinance shall become effective unless it shall first have been submitted to the governing authority taking the application for review and recommendation. All proposed amendments shall be initiated by an application on forms provided by the Zoning Administrator. A standard fee shall be paid with the application in the amount established by the Mayor and Council.

14.5: Application for Map Amendments or Conditional Use Permits – Each application to amend the Official Zoning Map or Conditional Use Permit request shall be filed with the Community Development Director. Each application shall be submitted in conformance with the requirements of this section.

14.5-1 Application Information – The application shall include the following information:

1. A legal description of the tract(s) proposed to be rezoned or the request for Conditional Use Permit.
2. A site plan if required or a plat showing the dimensions, acreage and location of the tract(s) prepared by architect, engineer, landscape architect or land surveyor whose State registration is current and valid and evidenced by his seal affixed to the plat.
3. The present and proposed zoning district classification of the applicant property(ies) or tract(s) and the existing zoning district classification(s) of abutting properties.
4. The name and addresses of the owner(s) of the applicant property(ies) and their agent(s).

~~5. The names and addresses of owners of abutting properties, including properties across a public right-of-way (determined by projecting the intersecting tract boundaries of the applicant's property across the right-of-way).~~

14.5-2 Conformance with Development Standards – The property and its use proposed in the map amendment application or Conditional Use Permit request shall conform to the applicable development standards of the district for which application is made.

*** The recommendations made herein are the opinions of the City of Holly Springs Staff and do not constitute a final decision.*

14.5-3 Application Submission – An application shall be filed with the Community Development Director no later than that day and time established by the appropriate governing authority for acceptance of applications in time to meet public notice requirements. Deadlines may be extended at the discretion of the Community Development Director as long as there is sufficient time to review the application and meet public notice requirements. A fee, as pertained and listed, shall accompany the application. Under no condition shall said sum of money be refunded for failure of such proposed amendment to be enacted. Such fee shall not be charged if an official governmental agency files the application.

14.5-4 Supporting Information and Data – When it is determined by the Community Development Director or the Planning and Zoning Commission that it is necessary or appropriate to act on an individual rezoning or Conditional Use Permit request application, the applicant shall present a map showing the location of the property for which an application is submitted, and its relationship to adjoining properties and public facilities and services. The applicant may also be required to submit applicable information concerning the service demands that will be placed on public facilities and services including but not limited to, information on such matters as total anticipated population density, traffic volumes, effect volumes, effect on schools, drainage, traffic and utility facilities. Any site plans, renderings, or other exhibits depicting construction or development which are submitted by the applicant may be recommended as a condition of rezoning or Conditional Use Permit request by the Planning and Zoning Commission.

14.5-5 Application Deferral, Withdrawal or Amendment –

1. Deferrals

- a. Deferrals shall be granted by the Community Development Director, or designee, under the following criteria:
 - i. The applicant may seek not more than one deferral for each rezoning amendment or Conditional Use Permit requested; and
 - ii. Each deferral request shall be for a maximum of one month. Any deferral request shall be made in writing, citing reasons for requesting the deferral; and
 - iii. If the request for deferral is received by the Community Development Director or designee and the reasons for the request are made in writing prior to public notice for the first public hearing the item would otherwise be considered.
- b. Any other deferrals which do not meet the above criteria shall be treated as a continuance and will be subject to Planning and Zoning Commission approval.
- c. If the Planning and Zoning Commission grants a deferral, a fee to cover the cost of the public notification as specified in the Municipal Services Master Fee Schedule shall be paid by the applicant prior to being placed on the next regularly scheduled Planning and Zoning Commission agenda.

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- d. Deferrals initiated by the Planning and Zoning Commission or by the Community Development Director shall not require additional fees.

2. Withdrawals

- a. An application may be withdrawn provided that a written request stating the reason for the withdrawal is received by the Community Development Director;
- b. An application may be withdrawn prior to the conduct of the public hearing without prejudice and may be resubmitted as a new application with the associated fees and requirements at any time;
- c. An application may be withdrawn after the public hearing but prior to being heard by the City Council; however, the property may not be considered for a new application until six months have passed from the date the withdrawal letter has been submitted in writing;
- d. An application may be withdrawn after it has been heard by City Council at any time; however, the property may not be considered for a new application until 12 months have passed from the date the withdrawal letter has been submitted in writing.

3. Amendments

- a. An applicant may not submit an amendment to the application after the notice of public hearing has been advertised unless the amendment is for a less intensive or lower density district than that originally requested, otherwise, the applicant should follow the deferral process in Section 14.5-.1 above;
- b. The Planning and Zoning Commission may recommend, and the City Council may amend an application prior to acting thereon, with the consent of the applicant to reduce its size; to change the district required to a less intensive or lower density district than that requested; or to specify as part of the zoning district classification the particular use or uses proposed by the applicant.

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14.5-6 Zoning Proposal Review Standards; Study Required for Amendment - Upon the filing of the application for rezoning or conditional use permit, the Community Development Director may consult with other City and County departments or governmental units to evaluate the impact of the proposed zoning change upon public facilities and appropriateness and effect on existing and proposed land use. The Community Development Director shall report any findings and recommendations to the Planning and Zoning Commission in writing as a part of the public record or verbally at the public hearing.

The written report produced and submitted by the Community Development Director to the Planning and Zoning Commission shall address the statutory questions itemized below.

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Applicants may also be given the opportunity to address each of these questions, as part of the application process.

1. Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property;
2. Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property;
3. Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned;
4. Whether the zoning proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, public safety, or schools;
5. Whether the zoning proposal is in conformity with the policy and intent of the adopted Future Development Map (FDM);
6. Whether the zoning proposal is in conformity with the policies, objectives, and vision set forth by the Community Agenda (Comprehensive Plan) and other adopted policy documents;
7. Whether an impact is expected on the environment, including, but not limited to, drainage, soil erosion, and sedimentation, flooding, air quality, and water quality and quantity; and
8. Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal.

(O.C.G.A § 36-67-3. Zoning proposal review standards)

14.5-7 Applicant Report for Rezoning and Conditional Use Permit Requests – As relevant and determined by the Community Development Director, all applicants must submit the following in addition to any standing requirements for requests for zoning changes:

1. A plan of the general location of the proposed buildings by reference to a plan or drawing and an indication of the use to be made of each and every building;
2. Architectural, façade and materials to be utilized as compared to the zoning requirements for the current and proposed zoning district;
3. The percentage of development maintained as open space and/or recreation areas and impervious surfaces;

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4. If application exceeds 150 residential units and/or exceeds 100,000 square feet of commercial area, the applicant is required to submit a transportation impact study to be designed by an appropriate transportation professional;
5. ~~Preliminary tree protection plan and b~~ Buffer ~~requirements~~ standards.
6. ~~Preliminary storm water retention plan.~~

14.5-8 Application Submittal Requirements Waived – When determined by the Community Development Director to be unnecessary or irrelevant to the application submitted, the requirements listed in Article 14 may be waived; however, if determined to be of significant importance to the decision process at any time after the application has been accepted, the Community Development Director, Planning Commission, or City Council may request the submission of these items or other information as deemed relevant during the decision making process.¹

14.5-9 Neighborhood Public Information Meeting – A **Preapplication Meeting** shall be scheduled with the Community Development Director prior to the submission of an application for a determination of whether the Neighborhood Public Information Meeting process should be followed. Developments requiring rezoning and/or conditional use permits that will impact surrounding neighborhoods significantly as recommended by the Community Development Director after the Preapplication Meeting are required to conduct a **Neighborhood Public Information Meeting** with the area residents prior to submission of a rezoning and/or conditional use permit application. This meeting may be held after submission of the application at the discretion of the Community Development Director if the required information from 14.5-9.8 below has been submitted no later than two weeks prior to the date of the public hearing conducted by the Planning and Zoning Commission. The following shall be adhered to and documentation submitted:

1. The meeting shall be conducted prior to the submission of the rezoning and/or conditional use permit application unless approved otherwise by the Community Development Director.
2. All property owners and Home Owner Associations within one thousand (1,000) linear feet of the subject property shall be mailed a notice in writing by the applicant postmarked at least ~~7-10~~ days prior to the public meeting. A ~~certified mailing list~~ certificate of mailing shall be submitted with the application. The notice shall contain at a minimum the following:
 - a. date, time, and location of the meeting;
 - b. applicant name and address
 - c. location and description of proposed development
3. Fifteen days prior to the Public Information meeting, the applicant shall post a sign, of comparable size to the City's zoning signs, on the subject property providing notification of

¹ Amended by City Council with text amendment TA-03-2013, 06/17/2013.

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the meeting providing the same information as contained in the public notifications of Section 14.5-9.2 above.

4. The Community Development Department shall be notified in writing at least ~~7~~10 days prior to the neighborhood public information meeting.
5. The meeting shall be held on a weekday evening or on the weekend in order to accommodate the largest number of people possible at a readily accessible and convenient location to the subject property.
6. Information concerning the proposed project shall be presented by the proposed applicant with an opportunity for the attendees to respond and ask questions.
7. Public comment sheets shall be provided for attendees to make written comments.
8. The following shall be submitted with the application for rezoning and/or conditional use permit:
 - a. An affidavit from the applicant certifying that the neighborhood public information meeting was conducted and stating the meeting date, time, and location.
 - b. A copy of the notice sent to the applicable property owners and a ~~certified~~certificate of mailing~~-list~~ of the applicable property owners.
 - c. A list of attendees with contact information, i.e. sign-in sheet.
 - d. Summary of information presented.
 - e. Summary of issues stated by the attendees.
 - f. Public comment sheets.²

14.6: Public Notice – Public notice of the hearing on a proposed amendment to this Ordinance, proposed map amendment, or Conditional Use Permit Application shall be given as hereinafter set forth:

14.6-1 At least fifteen (15), but not more than forty-five (45) days, prior to the date of any hearing before the Planning and Zoning Commission there shall be published within a newspaper of general circulation within Cherokee County, a notice of the hearing.

14.6-2 Notice of the hearing before the Planning and Zoning Commission shall be prepared and presented for publication by the Community Development Director.

14.6-3 The notice shall state the date, time, place, and purpose of the hearing.

14.6-4 A sign containing information required by the Zoning Ordinance of the City of Holly Springs and the rules of procedure not less than fifteen (15) days prior to the date of the scheduled hearing shall be placed on the property.

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² Amended by City Council with text amendment, TA-06-2013, 01/23/2014.

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14.6-5 Where the land owned by the applicant for rezoning does not border upon a public road, in order that passers-by may see a sign placed thereon advertising and giving notice of the application for rezoning, the sign shall be placed on the right-of-way of a public road near the property in question as well as upon the property itself.

14.6-6 The sign required shall contain information as to the application and date, the time and place of public hearing, and such other information as may be required by the Community Development Director of Holly Springs.

14.6-7 Acts of vandalism or natural occurrences which may limit the effectiveness of the public notice provided by the signs placed as described herein shall not void any proceedings or actions taken by the Planning and Zoning Commission, the Community Development Director, or the Holly Springs City Council.

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14.7: Notice to Adjacent Property Owners and the Applicant – The Community Development Director shall notify by regular mail all adjacent Holly Springs property owners, including properties across a public right-of-way (determined by projecting the intersecting tract boundaries of the applicant's property across the right-of-way), (defined in Section 14.5-1 (5-)) ~~above~~ of the requested zoning change, as shown by county tax records available to the Planning and Zoning Commission, of the application and date, time and place of the public hearing, which shall be mailed at least seven (~~7~~10) days prior to the public hearing. The Zoning Administrator shall notify the applicant of the date, time and place of the public hearing by certified mail to the address indicated on the application, which shall be mailed at least ten (10) days prior to the public hearing. Receipt of such letter by the applicant or his agent (s) named in the application shall constitute notice to be present and present the requested amendment to the Planning and Zoning Commission. Failure of the applicant or his agent(s) to be present at the public hearing may mean an automatic termination of the proceedings on the request unless the applicant shows just cause by reason of illness or health emergency.

14.8: Public Hearing – A public hearing on a proposed amendment to the Holly Springs Zoning Ordinance properly initiated shall be held before the Planning and Zoning Commission, which Commission is delegated the duty to conduct such public hearing as is required by The Zoning Procedures Law" (Title 36, Chapter 66 of the Official Code of Georgia Annotated). A public hearing on any proposed amendment to the Holly Springs Zoning Ordinance properly initiated shall be conducted at the time and place specified by the Planning and Zoning Commission and as set forth in the public notice described in Section 14.6 of this Ordinance. The purpose of such hearing shall be to present to the public the proposed zoning amendment and to receive comments thereon from the public. The Planning and Zoning Commission shall consider the proceedings and comments of such hearing in making its recommendation to the Mayor and Council of the City of Holly Springs on any zoning decision on the proposed zoning amendment. The Planning and Zoning Commission shall prescribe the rules of order for its deliberations on matters with which it is charged to advise the Mayor and Council of the City of Holly Springs under this Ordinance and said rules of order shall be consistent with the general requirements and purposes set forth by the Planning and Zoning Commission and other general

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laws of the State of Georgia concerning conduct of proceedings of public commissions, bodies and governmental units. Where no other rules are adopted, Robert's Rules of Order apply.

14.9: Zoning Standards and Evaluation - Exercise of the zoning power of the City of Holly Springs shall constitute an effort to balance the interest of the community in promoting the public health, safety, morality or general welfare against the right of property owners to the unrestricted use of their property. The following standards of review are determined to be relevant in balancing the interest in promoting the public health, safety, morality, or general welfare against the right to unrestricted use of property.

14.9-1: RESERVED.

14.9-2: Additional Requirements and Standards of Review Determining a Conditional Use Permit Request: The zoning procedures set forth by this article shall govern the conditional use process. Conditional uses are itemized under each zoning district in Article 5 and require approval by Mayor and Council, prior to the issuance of a land development permit, building permit, certificate of occupancy, and occupational tax permit. Conditional uses are both site and location specific, requiring detailed review by the Planning and Zoning Commission prior to forwarding a recommendation to Mayor and Council for a final decision.

As part of the application process, all conditional use permit requests shall respond to the following considerations, unless waived by the Community Development Director. However, if determined to be of significant importance to the decision process at any time after the application has been accepted, the Community Development Director, Planning Commission, or City Council may request the submission of these items or other information as deemed relevant during the decision-making process:³

1. Please verify that the proposed use complies with all of the additional stipulations by use, if any, as set forth by Section 5.4, Article 5 of this ordinance.
2. State the proposed business name, brand, flag, and/or franchise.
3. Explain in detail what services the proposed conditional use business will provide.
4. Has a business plan or model been completed for this proposed conditional use business?
5. Why was this specific location chosen for this proposed establishment?
6. What is the projected date that the proposed conditional use business will open?
7. How many employees are expected to work at the proposed conditional use business?
8. What are the expected hours of operation for the proposed conditional use business?

³Amended by City Council with text amendment TA-03-2013, 06/17/2013.

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9. What licensing requirements, if any, are mandated by the state for this business to operate?
Do the proprietors of this business already possess these credentials?
10. Does the proposed conditional use business conform with the nearby uses already in existence?
11. Was a feasibility study conducted that provides evidence that the local market demands such a business use? Or is such a study available?
12. Will the proposed conditional use business create a nuisance or disturbance to nearby or adjacent properties?
13. Is the proposed conditional use business a service that is similar or will overlap a nearby establishment already in existence?
14. Will the services provided by the proposed conditional use business complement and correspond well with the intended character of the respective zoning district area?
15. Will the business have adequate facilities and parking to accommodate the proposed use?
16. If in the Neighborhood Commercial District (NC), could nearby neighborhood residents and local pedestrians be expected to frequent this proposed business establishment without the use of an automobile?

14.9-3: Evaluation by Planning Commission and Mayor and Council - It is not required that the Planning and Zoning Commission or Mayor and Council consider every criterion contained in the above standards of review. It shall be the duty of the applicant(s) to carry the burden of proof that the proposed zoning amendment or conditional use permit request promotes the public health, safety, morals or general welfare. If the Mayor and Council determine from the evidence presented that the applicant(s) has shown that the proposed zoning amendment or conditional use permit request promotes the health, safety, morals or general welfare under the applicable standards of review as outlined in each section above, then the request shall be granted, subject to those reasonable conditions that may otherwise be imposed by the Mayor and Council. Otherwise, such application shall be denied.

14.10: Official Action – Consideration of any proposed zoning amendment or conditional use permit request properly initiated and subsequent to the public hearing shall be as follows:

14.10-1 The Planning and Zoning Commission shall make a recommendation to the Mayor and Council of the City of Holly Springs as to the adoption of any proposed zoning amendment or conditional use permit request. The recommendation of the Planning and Zoning Commission shall be recorded in the meeting minutes and shall clearly state the recommendation.

14.10-2 Upon conclusion of the public hearing the Planning and Zoning Commission may approve, disapprove, or table the proposed zoning amendment or conditional use permit request.

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If consideration of the proposed zoning amendment is tabled, it shall be re-considered by the Planning and Zoning Commission no later than its next regularly scheduled monthly meeting. In any event the Planning and Zoning Commission shall have sixty-five (65) days from the date of public notice of the hearing in a newspaper of general circulation in the City of Holly Springs, Georgia to hear, review and submit its recommendation to the Mayor and Council of the City of Holly Springs on any proposed zoning amendment or conditional use permit request. If no recommendation is submitted within such sixty-five (65) days, the applicant may take the proposed zoning amendment to the City Council without a recommendation from the Planning and Zoning Commission except where the applicant has not yet furnished all information requested pursuant to this Ordinance at the first hearing, and except where the applicant requested postponements of hearing of the case during the first sixty-five (65) days. To place the matter before the City Council the applicant shall give notice to the public at the last hearing before the Planning and Zoning Commission of this intention and the date of the applicable City Council meeting, or, instead, the applicant shall be responsible for compliance anew with all notice requirements of this Ordinance.

14.10-3 The Planning and Zoning Commission's authority in any zoning or conditional use permit decision shall be advisory only. Any zoning or conditional use permit decision shall be made by the Mayor and Council of the City of Holly Springs who shall either approve or disapprove the proposed zoning amendment.

14.10-4 If the Mayor and Council of the City of Holly Springs shall take official action defeating a proposed zoning amendment, which seeks to rezone property or request a conditional use permit, the same property may not again be considered for a zoning or conditional use permit decision until the expiration of twelve (12) months from the date of the official action of the Mayor and Council.

14.10-5 Approval of a Conditional Use Permit by Mayor and Council shall expire two (2) years from the date of approval, unless the applicant/property owner takes action to vest the land use requested in the conditional use permit before the expiration date or has secured an approved extension in accordance with Section 14.10-6. For the purposes of this section, vesting occurs upon the occurrence of one (1) of the four (4) conditions listed below:

1. Substantial progress has been made toward the completion of on-site construction depicted upon an approved site plan. Substantial progress is achieved by issuance of a Land Disturbance Permit that includes at least 50% of the improvements for a specified phase and shall continue to be demonstrated if within one (1) year of the date of issuance of the Land Disturbance Permit, there is measurable and verifiable evidence of making progress towards completion.
2. The issuance of a certificate of occupancy and/or certificate of completion for a structure as shown on the approved site plan.
3. The issuance of a business license for the approved use, but only when no new construction or land disturbance is required for the approved use.

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4. If approval is required from any governmental or regulatory body other than the City of Holly Springs for the proposed conditional use, the application by the owner/applicant for approval to such body, provided, however, that the two (2) year period shall apply and begin to run upon the final conclusion of the approval process, including any judicial proceedings.⁴

14.10-6 The expiration date of approval of a Conditional Use Permit may be extended by showing just cause.

1. The Community Development Director may issue an administrative extension for a maximum of one (1) year from the date of expiration of the Conditional Use Permit Approval provided that the applicant shows just cause as noted in 14.10-6.3. No more than one (1) extension per conditional use permit may be granted by the Community Development Director. Extension request application must be filed at least thirty (30) days prior to the expiration of the Conditional Use Permit.
2. The City Council may consider granting additional requests for extension beyond the one-year administrative approval provided the applicant shows just cause as noted in 14.10-6.3. Extension request application must be filed at least thirty (30) days prior to the expiration of the Conditional Use Permit administrative extension.
3. All applications for extension requests, both administrative and council requests, shall document at least one (1) of the following conditions:
 - a) A delay resulting from court action involving the conditional use permit or from court action involving a previous extension on the subject property for which an extension is sought. Extensions approved in connection with court action shall remain valid for one (1) year before any court with jurisdiction.
 - b) Non-availability of utilities or facilities resulting from government inaction.
 - c) An inability to obtain financing, despite documentation of the property owner's efforts during the three (3) months prior to the petitioner seeking an extension and continuing until (1) week prior to consideration of the extension request by the Community Development Director or the City Council, as applicable. Documentation shall consist of two (2) official denials signed by officers of two (2) different lending institutions who have final jurisdiction over such financing transactions.
 - d) Any other circumstance which demonstrates that applicant has taken some steps to begin development/construction and that any delay is not the fault of the applicant.⁵

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⁵ Amended by City Council with text amendment TA-03-2013, 06/17/2013.

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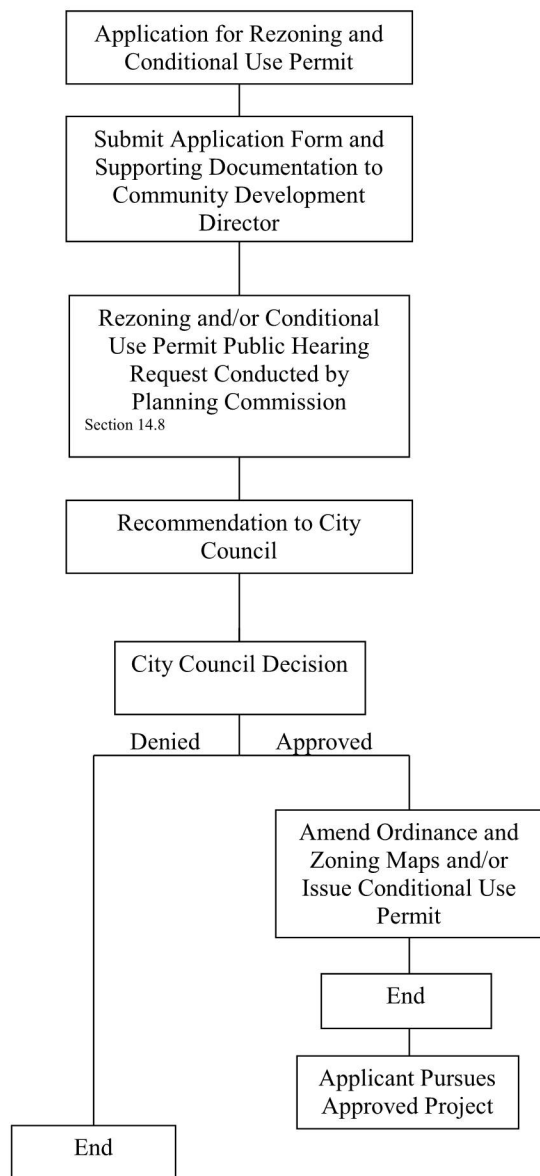
14.11: Public Notice Signage. Applicant(s) shall remove public notice signage as outlined in 14.6-4 within two (2) weeks after the final decision by the Mayor and Council.

14.12: Copies of This Ordinance. Copies of this Ordinance, as amended, shall be printed and copies thereof ~~make~~-made available for distribution to the general public in the office of the City Clerk at a reasonable cost set by the City of Holly Springs.

14.13: Zoning Amendment Process. Table 14.1: Rezoning and Conditional Use Permit Application Process indicates the process of seeking amendments of Zoning Ordinance and application for Conditional Use Permit.

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Table 14.1: REZONING AND CONDITIONAL USE PERMIT APPLICATION PROCESS



*** The recommendations made herein are the opinions of the City of Holly Springs Staff and do not constitute a final decision.*

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HOLLY SPRINGS, GEORGIA, TO AMEND THE ADOPTED MUNICIPAL SERVICES MASTER FEE SCHEDULE; TO PROVIDE FOR DEFERRAL FEE FOR PLANNING AND ZONING APPLICATION DEFERRALS; TO PROVIDE FOR FEE FOR PUBLIC INFORMATION MEETING SIGNAGE; TO DELETE FEE FOR PUBLIC NOTICE SIGNAGE; TO PROVIDE FOR THE HEALTH, SAFETY, AND WELFARE OF THE GENERAL PUBLIC; TO ESTABLISH THE EFFECTIVE DATE; AND FOR OTHER PURPOSES

WHEREAS, the Mayor and City Council of the City of Holly Springs, Georgia, seek to provide for the health, safety, and welfare of the general public; and

WHEREAS, the Mayor and City Council of the City of Holly Springs, Georgia amend the fee schedule from time to time; and

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the Mayor and City Council of the City of Holly Springs, Georgia, do hereby adopt the amended Municipal Services Master Fee Schedule as attached hereto as Exhibit "A."

IT IS HEREBY FURTHER RESOLVED, by the Mayor and City Council of the City of Holly Springs, Georgia, that the amended Municipal Services Master Fee Schedule attached hereto as Exhibit "A," shall be effective immediately.

This Resolution is adopted this 15th day of July, 2019.

CITY OF HOLLY SPRINGS

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

EXHIBIT A**-AMENDED-****CITY OF HOLLY SPRINGS MUNICIPAL SERVICES MASTER FEE SCHEDULE*****ADD THE FOLLOWING FEES*****Planning, Zoning & Appeals Services-Additional Services**

Application Deferral Fee	\$250
Public Information Meeting Sign (per sign)	\$25

DELETE THE FOLLOWING FEES:**Planning, Zoning & Appeals Services-Additional Services**

1 st Public Notice Sign	Free
2 nd Public Notice Sign	\$25
3 rd Public Notice Sign	\$25 for 2 nd Sign + \$15 /each additional

From: [Tamala Davis](#)
To: nmoon@hollyspringsga.us
Subject: FW: Rezone Application
Date: Tuesday, July 02, 2019 6:23:46 PM
Attachments: [CASE #19-05-011 QUINTUS DEVELOPMENT \(REVISED\).pdf](#)

Good Afternoon,

We have received the attached revised rezone application for property adjacent to the City of Holly Springs. This parcel of land is located on Lakeside Drive in Land Lots 161 and 162 of the 15th District and further described as Cherokee County Tax Map 15N13D, Parcels 005, 006, 007, 008, 009, 010, 010A, 011 and 012. The applicant is requesting to rezone 46.098 +/- acres from R-20 and GC to RM-16 for 294 apartments and 90 townhomes.

The Planning Commission will hold their work session to discuss this case on Monday, July 15, 2019. Please submit any comments you may have on this proposal back to our department prior to Wednesday, July 10, 2019.

Thank you,

Tamala Davis
Planning Technician
Cherokee County Planning & Zoning
678-493-6104

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential, proprietary, and/or privileged information protected by law. If you are not the intended recipient, you may not use, copy, or distribute this e-mail message or its attachments. If you believe you have received this e-mail message in error, please contact the sender by reply e-mail and telephone immediately and destroy all copies of the original message.



CHEROKEE COUNTY
Application for Public Hearing



RECEIVED
JUN 04 2019
PLANNING & LAND USE

"AMENDED APPLICATION"

Pre-Application Meeting date: July 10, 2018
Preliminary Review Meeting date: August 20, 2018
Community Information and Input Meeting date/time: October 2, 2018 and May 15, 2019

Applicant, or representative for applicant, **must attend** the Public Hearing. Failure of the applicant or his agent(s) to be present at the public hearing constitutes abandonment and dismissal of the case unless the applicant shows just cause by reason of illness or health or other emergency within a reasonable time, in writing, and accompanied by new costs for readvertisement and hearing, if the Planning Commission deems another public hearing to be desirable.

SECTION I

Contact Person: H. Michael Bray Phone: 770-479-1426
Email: mbray@brayandjohnson.com

Applicant's Information:

Name: Quintus Development, L.P.
Address: 1827 Powers Ferry Rd., Bldg 2-200 Phone: 704-280-0770
City, State, Zip: Atlanta, GA 30339 Email: JCarter@quintuscorp.net

Property Owner's Information: ☐ same as above ☒ see attached authorization forms (multiple properties)

Name: TT & TG, LLC, QD-WP, LLC and Becky Carlson a/k/a Rebecca Carlson as Executor of the Last Will and Testament of Sara Lou Holcombe

Address: SEE ATTACHED PROPERTY OWNERS AUTHORIZATION FOR ADDRESSES & CONTACT INFO Phone: _____

City, State, Zip: _____

Requested Public Hearing (check all that apply):

☒ Rezoning ☐ Modification of Zoning Conditions ☐ Legacy Lot
☐ Rezoning with Concurrent Variance(s) ☒ Other: Amended Application after postponement

STAFF USE ONLY:

Commission District: 3
Case: 19-05-011
CityView #: 2019-0064
Fee \$: _____
of Signs: 16

MEETING DATES:

PC Work Session Date: 7/15/19
PC Public Hearing: 8/6/19
Board of Commissioners: 9/3/19

SECTION II

Property Information: [refer to www.cherokeega.com – GIS and Mapping tab]

Tax Map #: 15 N 13D Parcel #: 005, 006, 007, 008, 009, 010, 010A, 011 and 012

Address: 210, 640, 493, 349, 354, 402 and 444 Lakeside Drive, Canton, GA 30115

Land Lot(s): 127, 161 and 162, 160 Land District: 15th

Future Development Map Designation: Workplace Center and GC

Adjacent Zonings: North LI South GC, R-20 East R-20 & R-80 West GC

From Cherokee County Zoning Ordinance Table 7.1A – Minimum District Development Standards:

Current Zoning: GC and R-20

Current District: General Commercial and Single Family Residential

Total Acreage: 46.098

Proposed Zoning: RM-16

Proposed District: Multi-Family

Proposed Number of Lots:

90 Town-homes and 294 Apartments

Describe in detail the proposed project:

The project intends to take a mobile home park, residential lots and a commercial lot and convert them into a mixed residential community with town-homes and apartments. The project will considerably enhance the value, use and quality of the subject property.

Proposed Use of Property:

Town-home and Apartments (Mixed Residential Community)

List concurrent variances, if applicable:

Section(s) of the Code of Ordinance to be appealed for respective concurrent variances:

SECTION III

Is water available to this site? ☒ Yes ☐ No

Jurisdiction: Cherokee County Water and Sewer

How is sewage from this site to be managed?

Public sewer

Will this proposal result in an increase in school enrollment? ☒ Yes ☐ No

If yes, what is the projected increase? 110.208 students – use table below to calculate.

Proposed Use(s)	# of units	Multiplier	Number of Students
Single Family (Detached) Home		0.725	
Multi Family (Attached) Home	384	0.287	110.208

Traffic Impact Study:

A *Traffic Impact Study* prepared by a registered engineer will be required if the proposed project exceeds 150 dwelling units; the non-residential project contains more than 50,000 square feet of floor area; or at the discretion of the County Engineer or his/her designee. Traffic Impact Studies shall be provided by the applicant and shall be prepared in accordance with industry accepted standards, including at a minimum, level of service impacts for adjacent roadways and intersections, the scope of which shall be determined by the County Engineer or his/her designee and shall at a minimum address conditions and impacts resultant from the project within a ten (10) year scope.

Bray & Johnson

Attorneys at Law
P. O. Box 1649
Canton, Georgia 30169



Roger M. Johnson
H. Michael Bray

Jennifer S. Gill
Derek S. Poarch
Marjorie M. Musgrave
Cory P. DeBord

Street Address:
Ten North Street
Canton, Georgia 30114

Telephone 770-479-1426
Facsimile 770-479-6488

June 3, 2019

Cherokee County Board of Commissioners
Cherokee County Planning Commission
1130 Bluffs Parkway
Canton, Georgia 30114

RE: REVISED LETTER OF INTENT

Applicant: Quintus Development, L.P.

Owners: TT & TG, LLC, QD-WP, LLC and Becky Carlson a/k/a Rebecca
Carlson as Executor of the Last Will and Testament of Sar Lou Holcombe

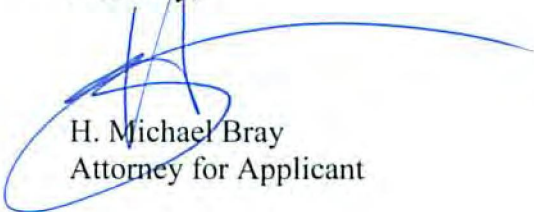
Dear Commission Members:

Please accept this letter as the Applicant's Letter of Intent with reference to the above application. The property consists of 46.098 +/- acres (Map No.: 15N13D Parcels 005, 006, 007, 008, 009, 010, 010A, 011 and 012) located at 210, 354, 349, 402, 444, 488, and 640 Lakeside Drive, Canton, GA 30115.

Applicant is seeking a zoning classification from R-GC and R-20 to RM-16. The proposed development would consist of 294 Apartment Units and 90 Townhome Units.

Your consideration of this matter is greatly appreciated.

Sincerely,


H. Michael Bray
Attorney for Applicant

(210695)

APPLICANT QUINTUS DEVELOPMENT L.P.'s RESPONSE STATEMENT
REZONINGS AND AMENDMENTS / MODIFICATION TO ZONING CONDITIONS

The applicant wishes to explain in narrative form the intended use of the property, how that use might affect nearby property and reasons to support the rezoning of the subject property.

1. Explain the intent of the requested zoning. The applicant intends to develop the subject property with a combination of Townhomes and Apartments. Such a combination will enable, in some portions of the property, for single family residential use and other portions of the property for apartment use with both 1 bedroom and multiple bedrooms.
2. Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property. The use proposed for this zoning classification is suitable in view of the fact that it is near both commercial, industrial and residential uses. The applicant will convert the property from a mobile home park, with inadequate housing, to a viable community with a mixture of single family townhomes and apartments. The property is adjacent to I-575, at or near the intersection of I-575 and Holly Springs Parkway. It is in close proximity to several commercial developments, including, grocery stores, Wal-Mart complex, light and heavy industrial and other commercial facilities.
3. Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property. This property will actually enhance or improve the value and usability of adjacent or nearby properties. Currently the property is being used as a mobile home park that has actually got into a rundown condition. Additionally, it will replace four (4) homes that are dated and are no longer used as single-family residences. As a consequence of the use of this property it will have a positive influence on the usability and use of the neighboring properties.
4. Whether the property to be affected by a proposed zoning has a reasonable economic use as currently zoned. This property no longer has a reasonable economic use as currently zoned R-20 and GC. By its location being off of Holly Springs Parkway and being adjacent to residential use and I-575, it lends itself to being used for a slightly higher density residential use because of its location near major roads. The property cannot be use in any reasonable economic sense as an R-20 or GC zoning classification. It will take some significant development efforts to convert this property from a depressed mobile home park to a viable residential community. By the technique of blending townhomes and apartments in this community it can be converted from a depressed taxable piece of property to a viable economic taxable piece of property.
5. Whether the proposed zoning will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools. The proposed zoning will increase some use of streets, schools and utilities. However, the utilities are more than adequate, and the existing and new streets can handle any increased traffic. The effect on schools will happen but in a reasonable manner considering the facts that the Cherokee County Community needs townhomes and apartment complexes near major interchanges for people to be able to live and have good access to opportunities for reaching their places of employment.

6. Whether the proposed zoning is in conformity with the policy and interest of the land use plan. Yes, it is applicant's belief it is clearly in conformity with the policy and interest of the newly adopted Land Use Plan.
7. Whether there are existing or changing conditions affecting the use and development of the property which give supporting grounds for either approved or disapproval of the proposed zoning. There are certainly existing and changing conditions affecting the use and development of the property which give grounds for approval. (1) the development of intense commercial development along the intersection of I-575 and Holly Springs Parkway the commercial development plus the industrial development off of Univeter Road is in proximity of the subject property; (2) It provides opportunity for people to live in close proximity with good access to their jobs. In other words, this particular property is the proper location for a project. This based on the theory that you place your high density residential development near your major highways and corridors. These developments addressed in this comment have occurred over the last several years and along with the commercial developments you need residential developments that can be available to the employees that work in Cherokee County.



ELEVATION PROTOTYPE 1



ELEVATION PROTOTYPE 2

Legal Description:

Whispering Pines, Overall (Tracts 1, 2, and 6)-

All that tract or parcel of land lying and being in Land Lots 161, 162, and 200 of the 15th District, 2nd Section, Cherokee County, Georgia, and being more particularly described as follows:

TO FIND THE TRUE POINT OF BEGINNING, COMMENCE at a concrete right of way monument found at the intersection of the easterly right of way of Interstate 575 (right of way varies) and the common line of Land Lots 161 and 200, said point being the **TRUE POINT OF BEGINNING**.

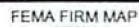
FROM THE TRUE POINT OF BEGINNING AS THUS ESTABLISHED;

thence leaving said Land Lot Line and along said easterly right of way N00°02'39"W for a distance of 250.84 feet to a concrete right of way monument found at the intersection of the easterly right of way of Interstate 575 (right of way varies) and the southerly right of way of Lakeside Drive (40' right of way); thence leaving said intersection and along said southerly right of way N77°39'21"E for a distance of 1070.04 feet to a 1/2" rebar set; thence N08°29'57"W for a distance of 40.09 feet to a nail set at the northerly right of way of Lakeside Drive (40' right of way); thence along said northerly right of way S77°39'21"W for a distance of 1124.83 feet to a 1/2" rebar set at the easterly right of way of Interstate 575 (right of way varies); thence along said easterly right of way the following courses and distances: N04°36'39"W for a distance of 122.27 feet to a concrete right of way monument found; N02°25'42"E for a distance of 197.36 feet to a concrete right of way monument found; thence leaving said right of way N81°53'38"E for a distance of 144.26 feet to a concrete outlet control structure found; thence S89°42'38"E for a distance of 712.71 feet to a point; thence N71°16'58"E for a distance of 189.03 feet to a point at the centerline of a creek/ditch; thence along the centerline of said creek/ditch, following the meanderings thereof, for a distance of 692 feet, more or less, to a point, said creek following a traverse line as follows:

N51°32'08"E for a distance of 40.46 feet to a point; N03°26'59"W for a distance of 18.53 feet to a point; N18°07'01"E for a distance of 38.41 feet to a point; N42°55'47"E for a distance of 108.40 feet to a point; N37°44'39"E for a distance of 89.59 feet to a point; N01°31'56"W for a distance of 69.30 feet to a point; N18°59'59"W for a distance of 67.31 feet to a point; N44°01'09"W for a distance of 42.01 feet to a point; N22°02'30"W for a distance of 36.81 feet to a point; N18°32'25"E for a distance of 40.59 feet to a point; N44°51'54"E for a distance of 21.60 feet to a point; N09°52'17"W for a distance of 31.85 feet to a point; N43°20'56"E for a distance of 21.60 feet to a point; N19°33'11"E for a distance of 61.39 feet to a 1/2" rebar set at the southerly right of way of L&R Railroad (100' right of way); thence along said southerly right of way N71°17'33"E for a distance of 79.78 feet to a point at the common line of Land Lots 127 and 162; thence leaving said right of way and along said Land Lot Line S87°58'32"E for a distance of 358.37 feet to a 1/2" rebar set at the westerly right of way of L&R Railroad (100' right of way); thence leaving said Land Lot Line and along said westerly right of way the following courses and distances: 39.20 feet along the arc of a curve to the right, said curve having a radius of 507.85 feet and being subtended by a chord of S65°06'14"E, 39.19 feet to a point; 183.75 feet along the arc of a curve to the right, said curve having a radius of 662.89 feet and being subtended by a chord of S52°46'35"E, 183.16 feet to a point; S45°59'29"E for a distance of 265.17 feet to a point; 364.28 feet along the arc of a curve to the right, said curve having a radius of 339.00 feet and being subtended by a chord of S18°42'30"E, 347.01 feet to a point; S13°41'24"W for a distance of 339.09 feet to a point; 245.33 feet along the arc of a curve to the left, said curve having a radius of 758.26 feet and being subtended by a chord of S05°40'05"W, 244.26 feet to a point; S02°24'50"E for a distance of 105.23 feet to a 5/8" rebar found at the common line of Land Lots 162 and 199; thence leaving said westerly right of way and along said Land Lot Line N88°41'04"W for a distance of 832.92 feet to a 1"

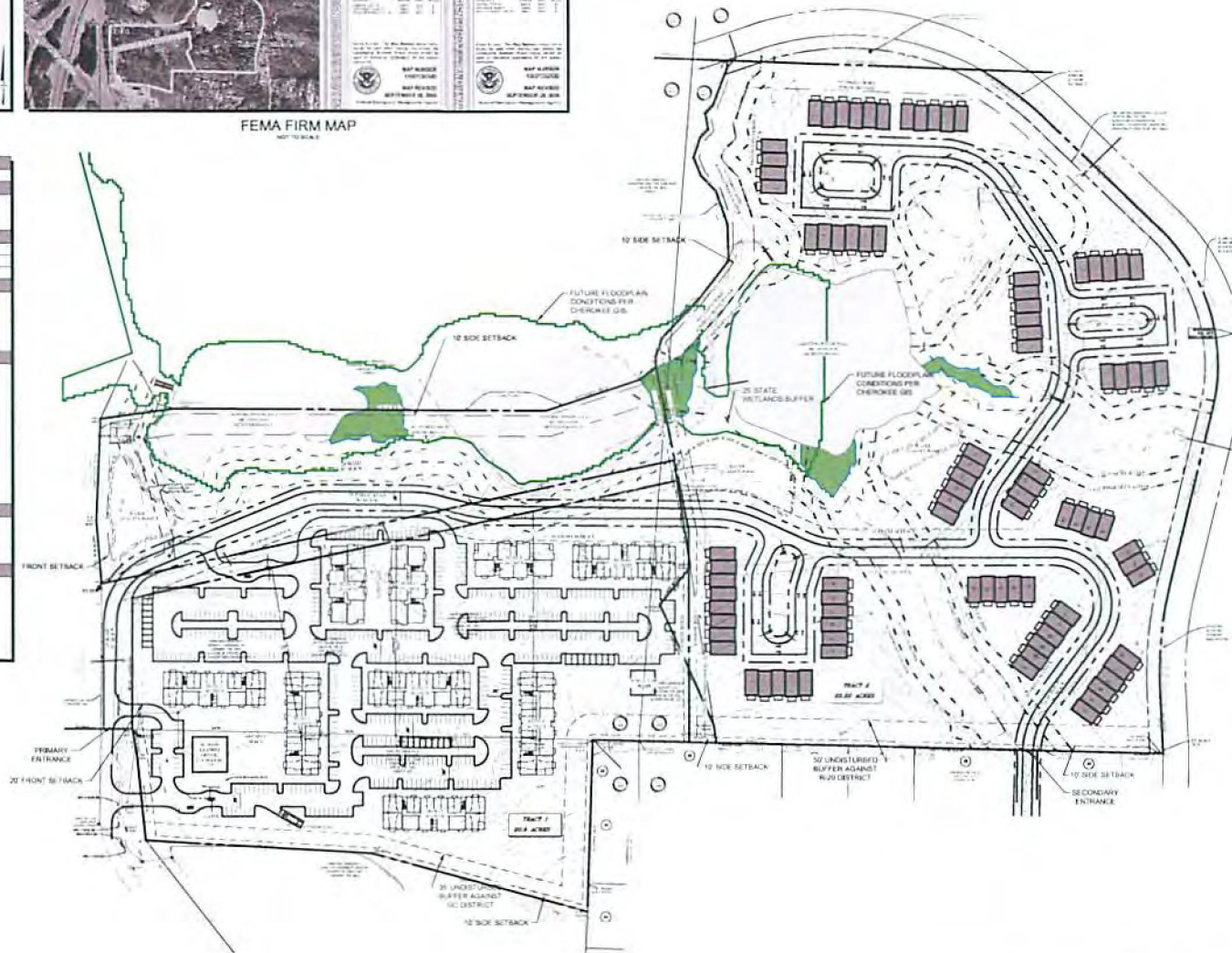
rebar found (bent); thence along said Land Lot Line and along the common line of Land Lots 161 and 200 N88°45'46"W for a distance of 237.22 feet to a 1/2" rebar set; thence leaving said Land Lot Line S01°50'40"W for a distance of 329.33 feet to a 2" open top pipe found; thence N74°53'13"W for a distance of 426.99 feet to a 2" open top pipe found; thence N86°51'04"W for a distance of 435.34 feet to a 1/2" rebar found at the easterly right of way of Interstate 575 (right of way varies); thence along said easterly right of way the following courses and distances: N05°52'12"W for a distance of 164.50 feet to a concrete right of way monument found; N10°14'15"W for a distance of 50.15 feet to a concrete right of way monument found, said point being the **TRUE POINT OF BEGINNING**.

Said tract of parcel of land contains 46.098 acres, more or less.



1. BUILD-OUT WITH EXISTING OF SINGLE-FAMILY HOMES AND MOBILE HOMES SCATTERED THROUGHOUT THE SITE. THE EXISTING VEGETATION IS A MIXTURE OF PINES AND HARDWOODS.

REVISÉD



SITE AREA	14,388 SQ. ACRES
ADDITIONAL INFORMATION	
EXISTING ZONING	4.21A DC
PROPOSED ZONING	IND-1
ZONING JURISDICTION	CHAMBERS COUNTY
ADDITIONAL INFORMATION	
TOTAL SITE AREA	14,388 ACRES (1,019,436 SQ. FT.)
TRACT 1 (APPROXIMATE) AREA	31.9 ACRES
TRACT 2 (APPROXIMATE) AREA	19.2 ACRES
ADDITIONAL INFORMATION	
FRONT YARD SETBACK	35 FEET
SIDE YARD SETBACK	10 FEET
REAR YARD SETBACK	35 FEET
NOTES	SEE EXHIBIT
BLUES FOR COMMERCIAL ROAD R.O.D.	90-0-0
ADDITIONAL INFORMATION	
MAXIMUM DENSITY ALLOWED BY IND-1	70 UNITS/ACRE
PROPOSED DENSITY/TRACT	280 UNITS
APARTMENT 1/TRACT 1 (SITE 1/TRACT 1)	142 UNITS
PROPOSED DENSITY/TRACT	142 UNITS
IND-1 DENSITY/TRACT 1	142 UNITS
IND-1 DENSITY/TRACT 2	142 UNITS
COMMERCIAL TRACT 1 (SITE 1/TRACT 1)	3.87 UNITS
TOTAL PROPOSED UNITS	280 UNITS
COMBINED WITH DENSITY (IND-1 TRACTS)	8.8 UNITS/ACRE
APARTMENT 1/TRACT 1 FOOTPRINT (TOTAL AREA)	17,000 SQ. FT.
COMMERCIAL 1/TRACT 1 FOOTPRINT (TOTAL AREA)	11,000 SQ. FT.
TOTAL 1/TRACT 1 FOOTPRINT (TOTAL AREA)	28,000 SQ. FT. (2 AC.)
TOTAL AREA OF EXISTING BUILDINGS	960,000 SQ. FT. (17 AC.)
ADDITIONAL INFORMATION	
MAX. OPEN SPACE FOR MULTIFAMILY USE	NONE
MAX. OPEN SPACE FOR COMMERCIAL	4.72 ACRES (32%)
OPEN SPACE PROPOSED	6.87 ACRES (48%)
ADDITIONAL INFORMATION	
APARTMENT PARKING (NO GARAGE)	816 SPACES (11.5 SPACES/UNIT)
APARTMENT PARKING PROPOSED	161 SPACES (1.16 SPACES/UNIT)
	(24 GARAGE SPACES INCLUDED)
ADDITIONAL INFORMATION	
COMMERCIAL PARKING (NO GARAGE)	880 SPACES (4.5 SPACES/UNIT)
COMMERCIAL PARKING PROPOSED	280 SPACES (1.5 SPACES/UNIT)
	(1 GARAGE SPACES + 23 GARAGE SPACES)

LAKESIDE DR @ HOLLY SPRINGS PKWY
A MASTER PLANNED RESIDENTIAL DEVELOPMENT
FOR
QUINTUS DEVELOPMENT, L.P.

1627 POWERS FERRY RD SE
SUITE 200
ALBUQUERQUE, NM 87106
PHONE: 770-653-3400

"WE PROVIDE SOLUTIONS"

PLANNERS AND ENGINEERS COLLABORATIVE

SITE PLANNING • LANDSCAPE ARCHITECTURE • CIVIL ENGINEERING • LAND SURVEYING
THE RESEARCH COURT • MACHETAUX CONVEYERS, ECONOMY • 17785 433-2714 • FAX 17785 433-1863

Circle 17 on Reader Service Card

REVISIONS:

[illegible]

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MASTER
REZONING PLAN

SCALE: 1" = 100'
DATE: JUNE, 2019
PROJECT: 17006 01

THIS SEAL IS ONLY VALID IF COUNTERED BY BUREAU
AND DATED WITH AN ORIGINAL SIGNATURE

PRELIMINARY

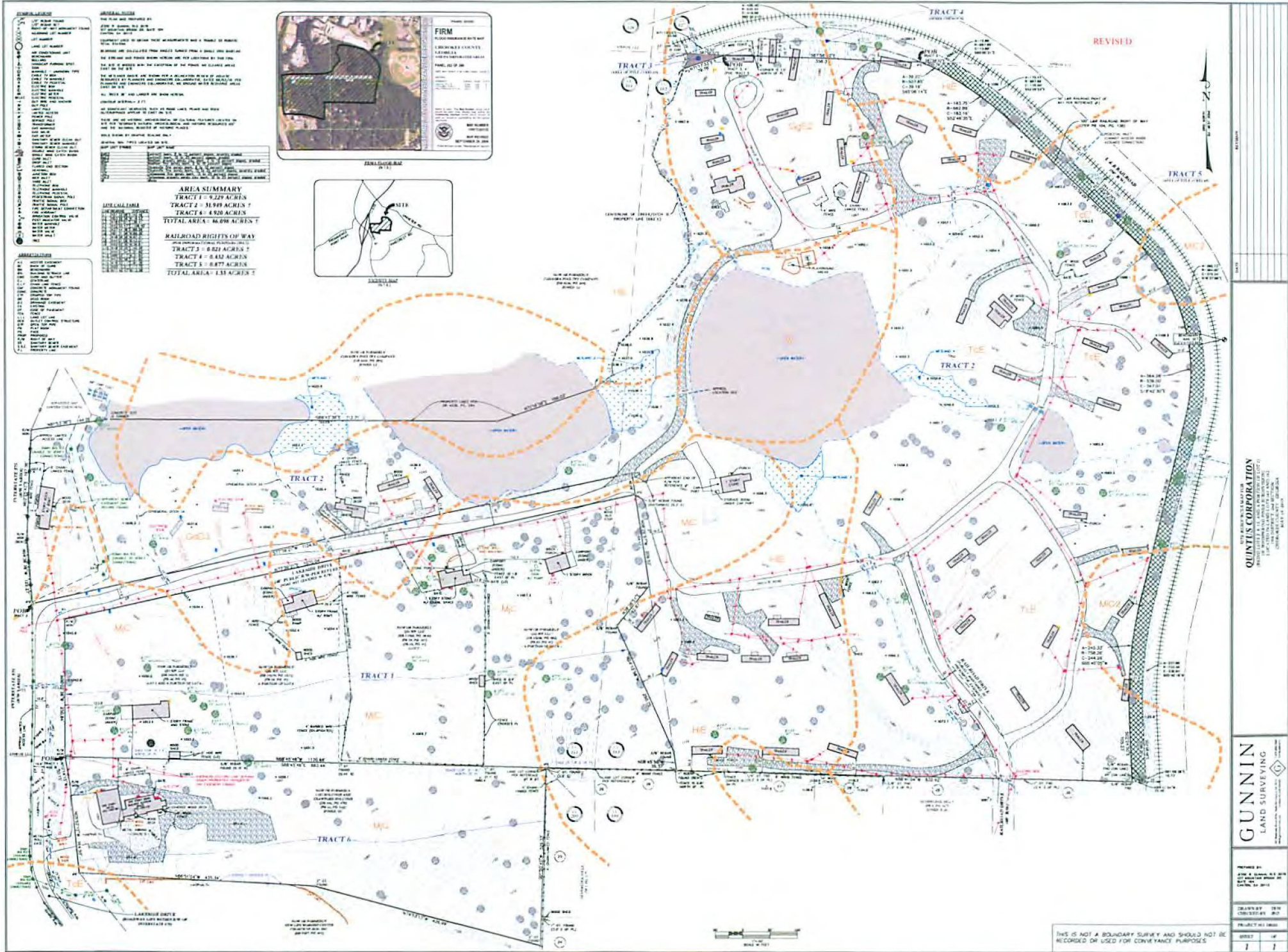
NOT TO BE RELEASED TO THE PUBLIC



C14

24 HOUR CONTACT
JEFF CARTER
704-280-0770



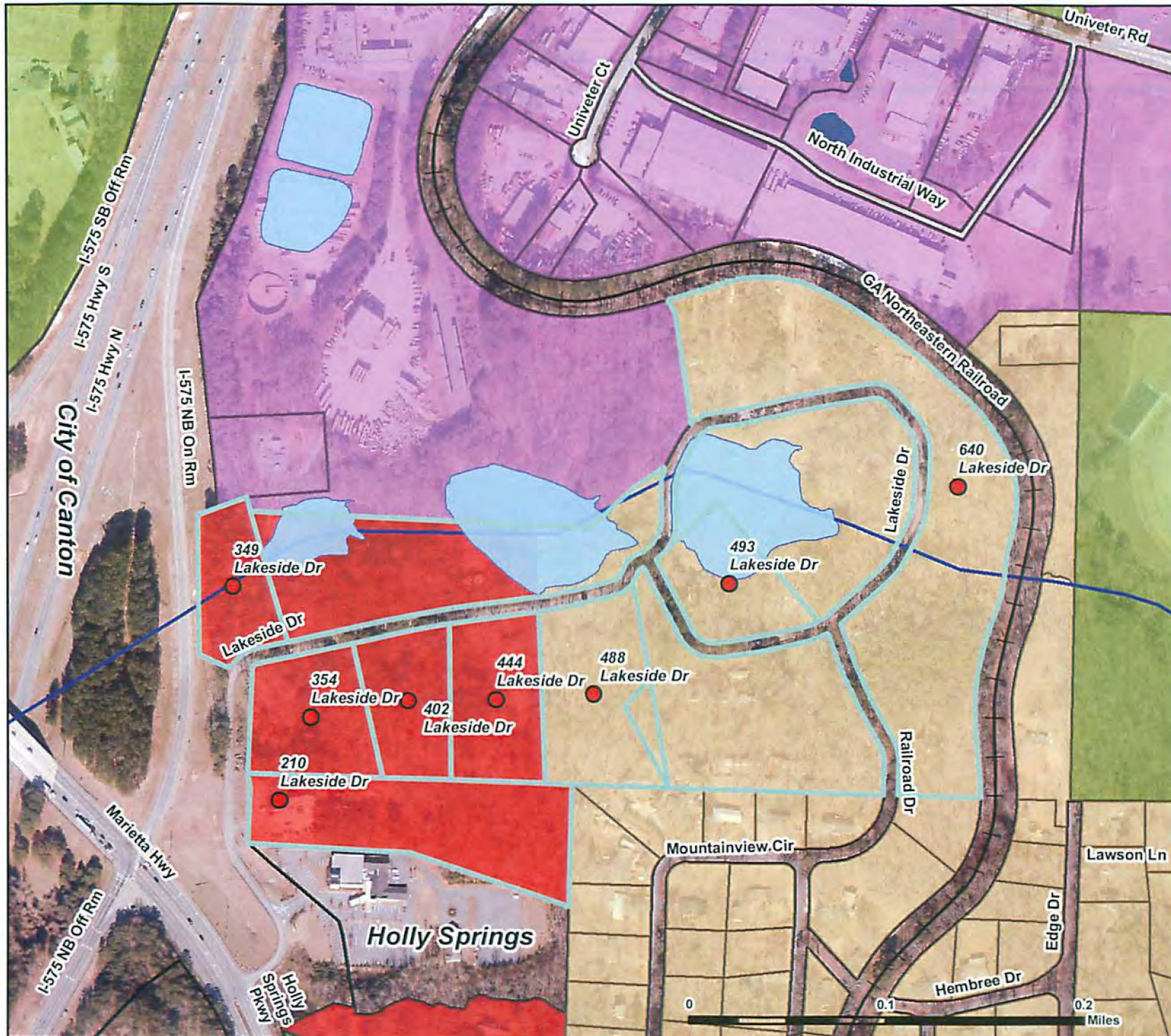


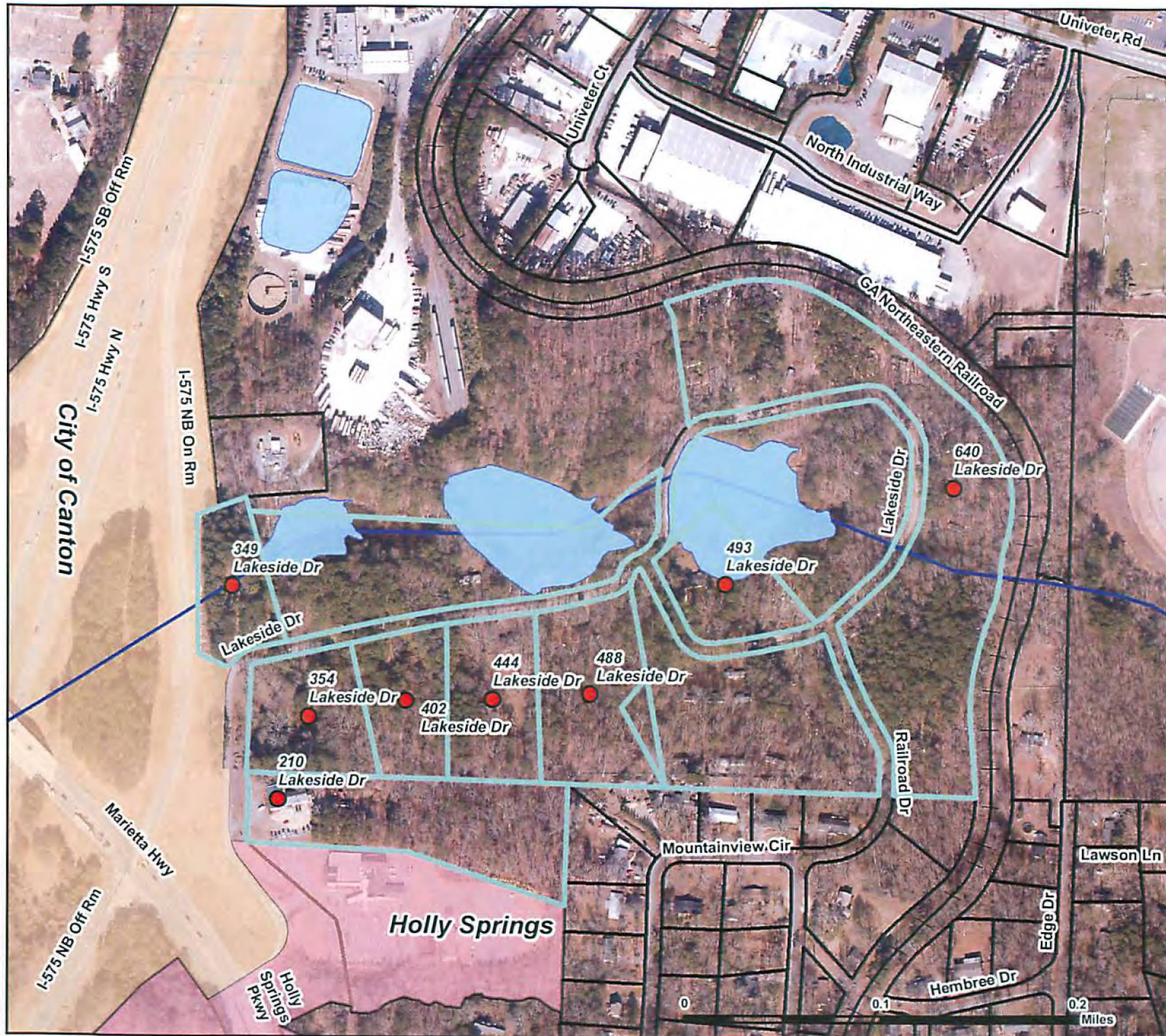
ZONING MAP

Case Number: 19-05-011

Legend

-  19-05-011
-  Detention Pond
-  Lakes
-  Streams
-  Railroad
-  Recent Zoning Cases
-  AG
-  R80
-  R60
-  R40
-  R30
-  R20
-  R15
-  RD3
-  R10
-  RZL
-  RA
-  RTH
-  RM10
-  RM16
-  TND
-  PUD
-  OI
-  NC
-  GC
-  LI
-  HI





Legend

- 19-05-011
-  School
-  Fire Station
-  Detention Pond
-  Lakes
-  Streams
-  Railroad
-  Ball Ground
-  Canton
-  Holly Springs
-  Mountain Park
-  Nelson
-  Waleska
-  Woodstock



PREPARED BY:
CHEROKEE COUNTY
PLANNING AND ZONING
CANTON, GEORGIA
1 JULY 2018



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INCLUDING WITHOUT LIMITATION THE
IMPLIED WARRANTIES OF MERCHANTABILITY
AND FITNESS FOR A PARTICULAR PURPOSE.

0 0.1 0.2 Miles

EXISTING LAND USE MAP

Case Number: 19-05-011

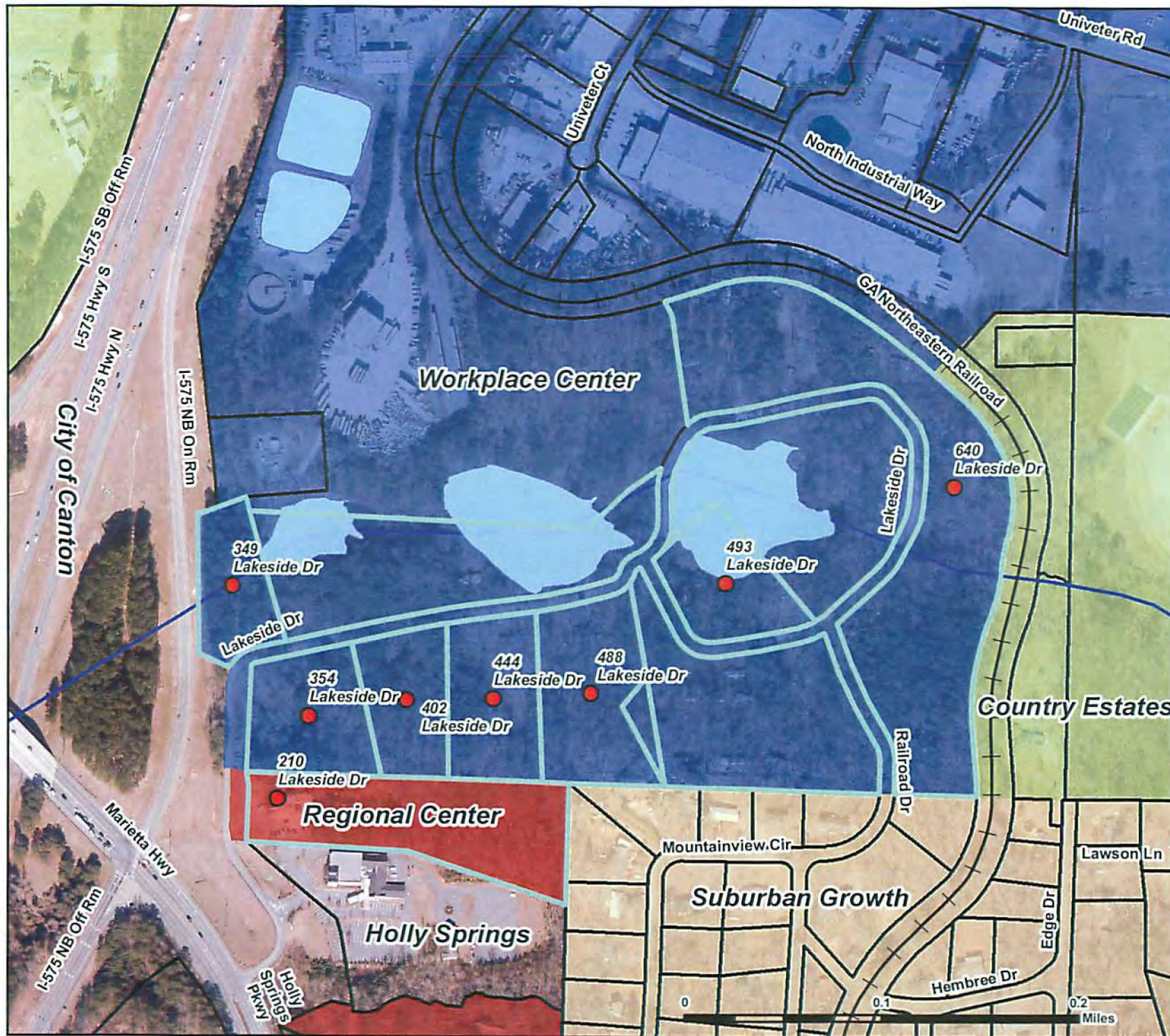


Legend

- 19-05-011
- Detention Pond
- Lakes
- Streams
- Railroad
- Residential & Accommodations
- General Sales or Service
- Manufacturing & Wholesale Trade
- Trans., Comm., Info., & Utilities
- Arts, Entertainment & Recreation
- Ed., Public Admin., Health Care & Institutions
- Construction-R... Businesses
- Mining & Extraction
- Ag., Forestry, Fishing & Hunting
- Under Development

FUTURE DEVELOPMENT MAP

Case Number: 19-05-011



Legend

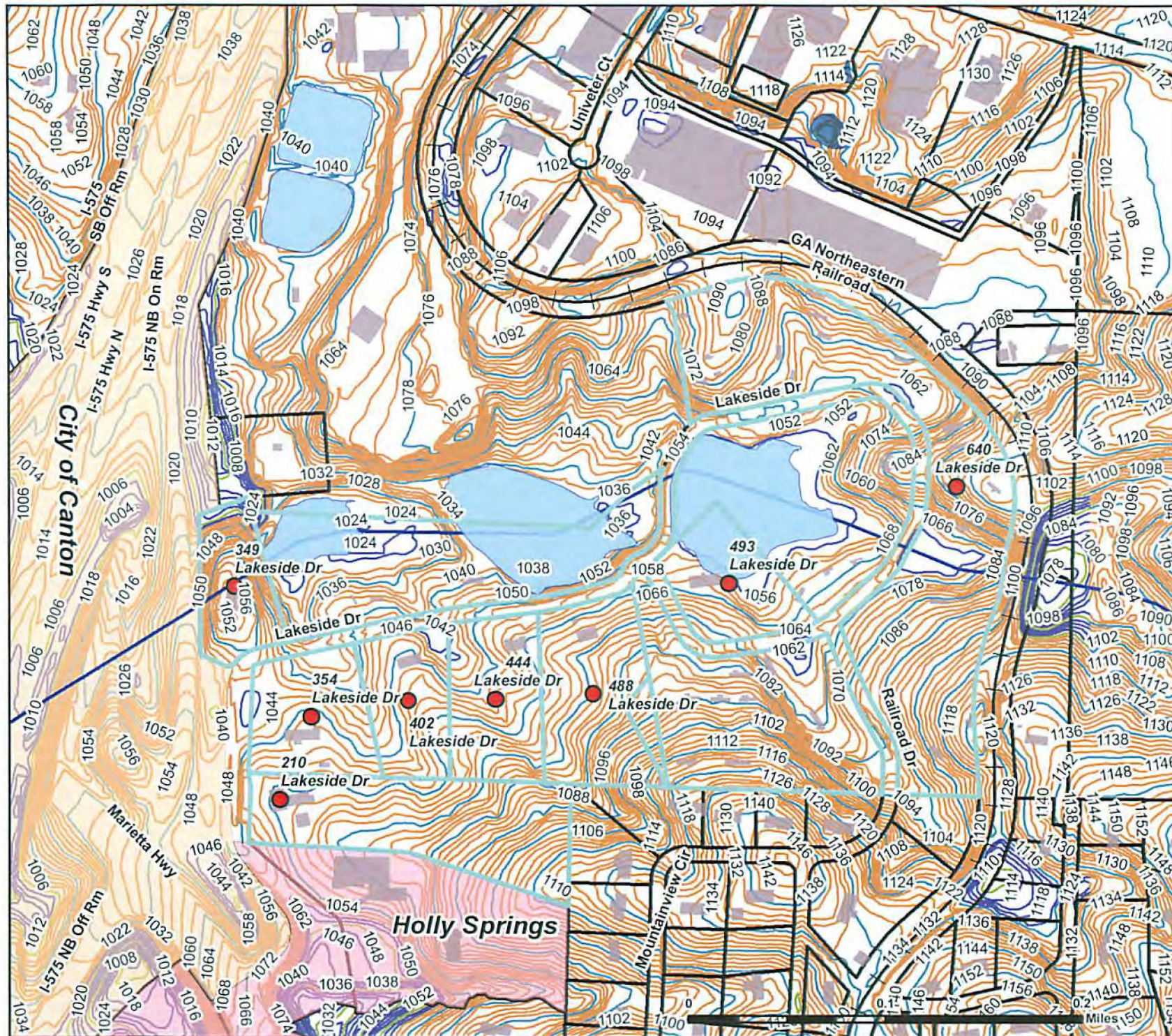
- 19-05-011
- Detention Pond
- Lakes
- Streams
- Railroad
- Natural Preserve
- Rural Places
- Country Estates
- Suburban Growth
- Suburban Living
- Neighborhood Living
- Bells Ferry LCI
- Urban Core
- Regional Center
- Workplace Center
- Utilities / Services
- Hamlet
- County Crossroads
- Neighborhood Village
- Community Village
- Scenic Corridor
- Transitional Corridor
- Development Corridor

PREPARED BY
CHEROKEE COUNTY
PLANNING AND ZONING
CANTON, GEORGIA
JULY 2019

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CONTOUR MAP

Case Number: 19-05-011



Legend

- 19-05-011
- School
- Fire Station
- Buildings
- Detention Pond
- Lakes
- Streams
- Railroad
- Ball Ground
- Canton
- Holly Springs
- Mountain Park
- Nelson
- Waleska
- Woodstock

PREPARED BY
CHEROKEE COUNTY
PLANNING AND ZONING
CANTON, GEORGIA
1 JULY 2019
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Canton, Georgia 30169

Roger M. Johnson
H. Michael Bray

Jennifer S. Gill
Derek S. Poarch
Marjorie M. Musgrave
Cory P. DeBord

Street Address:
Ten North Street
Canton, Georgia 30114

Telephone 770-479-1426
Facsimile 770-479-6488

May 23, 2019

Cherokee County Board of Commissioners
Cherokee County Zoning Board
1130 Bluffs Parkway
Canton, GA 30114

**RE: REPORT ON COMMUNITY INFORMATION AND INPUT MEETING HELD
ON MAY 15, 2019**

Applicant: Quintus Development, L.P. / PL20190000064

Dear Commission Members:

The application filed on behalf of applicant, Quintus Development, L.P., was postponed for the purpose of adding an additional parcel and redesigning the project. Due to the change in the application a second Community Information and Input meeting was held on May 15, 2019 at the Bridge Mill Fire Station No. 22 Community Room. Notice of the meeting was mailed to the interested parties and all property owners whose property lies within 1000 feet of the legal boundary of the subject property from the list provided by the zoning department.

The meeting began at 6:30 p.m. and concluded at 7:30 p.m. with approximately 13 attendees. The presentation included a preliminary concept plan, other information concerning the pertinent features of the property, the current zoning map, information on the zoning classifications, a copy of the future development map, and the contact information for applicant's attorney. The zoning process was explained to the attendees including the fact that there would be a public hearing before the Planning Board and signs would be posted giving notice of the hearing when the amended application has been accepted. Attendees were informed of the county's website where they can review the application and other documentation submitted for approval.

A general discussion was had that the development of the project would meet all developmental standards and environmental safeguards in existence with State, Federal and local requirements and guidelines.

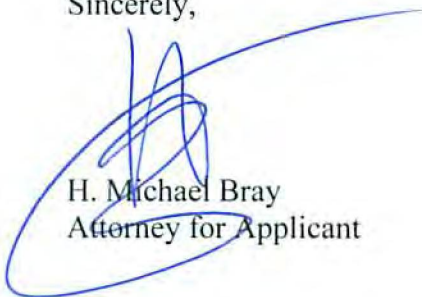
The consensus of the attendees was that the redevelopment of the Whispering Pines Mobile Home Park would be a major improvement and eliminate some problems that seem to exist in the neighborhood.

There was still a concern over the traffic from the project using Railroad Street and several of the neighbors preferred a knock box. Applicant responded by stating that if a knock box is required then they will have one installed.

Several residents were concerned as to the reason the County has not improved the roads in their community adjacent to this project, but we could only suggest that existing roads are a matter for community officials or a representative of their district.

We believe the mission and purpose of the community information and input meeting was met and that the proposed project in the amended application is an improvement to the previous concept.

Sincerely,



H. Michael Bray
Attorney for Applicant

(210700)

COMMUNITY INFORMATION AND INPUT MEETING SIGN-IN SHEET

DATE: 5/15/19 TIME: 6:30 LOCATION: Bridgemill Fire Station #22 PROJECT NAME: Quintus Development

PRIVACY STATEMENT

Cherokee County strives to provide online resources in a secure manner to respect your privacy. Please note this sign-in sheet will become part of the public record and will be publicly available to view. To secure your privacy, do not include sensitive information (e.g. private phone numbers, personal email addresses, driver's license numbers, social security number, etc.)

Cherokee County will not disclose any personally identifiable information collected except where you have given us permission, or is public information under the Georgia Open Records Act O.C.G.A. 50-18-70.

NAME	ADDRESS	GROUP/ORGANIZATION (if applicable)
Michael Herring	232 Hem bridge Dr Canton, Ga	
Kathy & Rickey Stone	373 Mtn. View Cir. Canton GA 30115	
Tom WARE	Beavers Rd Canton	
Ian + Rebecca Carson	119 Mountainview Cir.	
Debbie + Garrett Clark	330 Mountainview Circle	
Matthew & Lisa Smith	291 Mountainview Circle	
Ruth Ann Egan	343 Mt. View Cir.	
Benny Davis	271 Edge Dr Canton Ga.	
Lynda DORR	263 Mountainview Circle	



Plan View
Scale - 1" = 50ft

Disclaimer

This lighting design is not a professional engineering drawing and is provided for informational purposes only, without warranty as to accuracy, completeness, reliability or otherwise. Frazier Photometrics is not responsible for specifying the lighting or illumination requirements for any specific project. It is the obligation of the end-user to consult with a professional engineering advisor to determine whether this lighting design meets the applicable project requirements for lighting system performance, safety, suitability and effectiveness for use in a particular application. End-user environment and application (including, but not limited to, voltage variation and dirt accumulation) can cause actual field performance to differ from the calculated photometric performance represented in this lighting design. In no event will Frazier Photometrics be held responsible for any loss resulting from any use of this lighting design.

Schedule											
Symbol	Label	QTY	Manufacturer	Catalog Number	Description	Lamp	Number Lamps	Filename	Lumens per Lamp	LLF	Wattage
	A	15	KING LUMINAIRE BURLINGTON, ONTARIO	K445-T1GR-IV-100(SSL)-120-CXA1830	KING LUMINAIRE K445 LUMINAIRE WITH K445-EGP-III LENS AND UPLIGHT REFLECTOR	FOUR CREE CXA1830 4000K WHITE LEDS. LUMEN OUTPUT = 9448 LMS.	1	445T1GR41040C.IES	9426	0.912	96.73
	B	9	KING LUMINAIRE BURLINGTON, ONTARIO	K445-T1GR-IV-100(SSL)-120-CXA1830	(Existing Locations) KING LUMINAIRE K445 LUMINAIRE WITH K445-EGP-III LENS AND UPLIGHT REFLECTOR	FOUR CREE CXA1830 4000K WHITE LEDS. LUMEN OUTPUT = 9448 LMS.	1	445T1GR41040C.IES	9426	0.912	96.73

Statistics

Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
Calc Zone #1	+	2.1 fc	4.0 fc	0.6 fc	6.7:1	3.5:1

Notes

- Readings are shown in units of maintained footcandles.
- Total Light Loss Factor (LLF) = .912 LLF for LED
- Test Plane = 0' Above grade
- Fixture Mounting Height = 16' Above grade
- Fixture Spacing = See Plan view.
- This photometric layout was calculated using specific criteria. Any deviation from stated parameters will affect actual performance.
- These lighting calculations are not a substitute for independent engineering analysis of lighting system suitability and safety.

Designer

KF

Date

6/20/2019

Scale

As Shown

Drawing No.

S34919A2

Summary

Lighting Services Agreement - Illumination



Customer Legal Name HOLLY SPRINGS CITY OF DBA _____
Service Address 4300 HOLLY SPRINGS PKWY HOLLY SPRINGS GA 30115 County Cherokee - GA
Mailing Address PO BOX 990 HOLLY SPRINGS GA 30142
Email rlogan@hollyspringsga.us Tel # 770-345-5536 Alt Tel # _____
Tax ID# 0000 Business Description Gvrnmnt Pedestrian Light

Existing Customer Yes ☒ No ☐ If Yes (and if possible), does customer want the Service added to an existing account? Yes ☐ No ☒ If Yes, which Account Number? _____

Selected Components				
Action	Qty	Wattage	Type	Description
INS	15	100	LED	Post Top
Service Cost (\$)		Regulated Cost (\$)*	Monthly Cost (\$)*	
\$292.05		\$52.50	\$344.55	
Term (Months)				1

* The actual Regulated Cost will be calculated using the tariffs approved by Georgia Public Service Commission at the time of billing. This estimate is based on Summer Rates in effect at the time of this proposal.
** The actual upfront sales tax will be calculated based on the taxes in effect at the time for the premise location.

Project Notes:
Developer to pay prepayment amount.

Customer agrees to this Lighting Services Agreement with Georgia Power Company under the attached terms and conditions and authorizes all actions noted on this agreement.
Customer also agrees to allow removal of existing lights. Yes ☐ N/A ☒

Type	Customer	Tariff	Content	CIAC (\$)	Pre-Payment (\$)	Estimated Taxes (\$)**	Total (\$)**
NESC	Gov	EOL		\$83,000.00	\$0.00	\$0.00	\$83,000.00

Customer recognizes that the individual signing this Agreement on its behalf has authority to do so.

Customer Authorization	Georgia Power Authorization
Signature:	Signature:
Print Name:	Print Name: Danita Riggins Godwin
Print Title:	Print Title: Account Exec
Date:	Date:

TERMS and CONDITIONS (*Illumination - Governmental*)

1. **Lighting Services Agreement.** This Lighting Services Agreement (the “**Agreement**”) establishes the terms and conditions under which **Georgia Power Company (“GPC”)** will provide lighting service and, where GPC deems necessary, related electric service (collectively “**Service**”) to the Customer identified on page 1 of this Agreement (“**Customer**”). Service will be provided to Customer at the Service Address set forth on page 1 of this Agreement (the “**Premises**”). GPC may update, modify or replace all poles, bases, wiring, conduit, fixtures, controls and related items (collectively, the “**GPC Assets**”) as necessary or convenient in order to address regulatory requirements or for other reasons related to the provision of Service.
2. **Intent and Title.** This Agreement concerns the provision of Service to Customer by GPC and is not a sale, lease or licensing of goods, equipment, property or assets of any kind. GPC retains the sole and exclusive right, title and interest in and to all of the GPC Assets utilized in connection with the Service. Moreover, GPC may remove the GPC Assets upon termination of this Agreement. **GPC makes no representation or warranty regarding treatment of this transaction by the Internal Revenue Service or the status of this Agreement under any federal or state tax law. Customer enters into this Agreement in sole reliance upon Customer's own advisors.**
3. **Term.** The initial Agreement term is stated on Page 1, calculated from the date of the first monthly bill. After the initial term, this Agreement automatically renews on a month-to-month basis until terminated by either party by providing written notice of intent to terminate to the other party at least 30 days before the desired termination date. GPC's address for notice is 1790 Montreal Circle, Tucker, GA 30084-6801; Customer's mailing address is noted on Page 1.
4. **Payment.** GPC will invoice Customer per the terms stated on Page 1, subject to any change in the electric service charge dictated by the Georgia Public Service Commission. Customer agrees to pay the amount billed by the due date. If a balance is outstanding past the due date, Customer acknowledges that GPC may require Customer to pay a deposit of up to two times the Estimated Monthly Charge in order to continue service. If applicable, Customer must provide a copy of its Georgia sales tax exemption certificate. Customer will be required to pay any and all costs associated with Customer initiated changes after the date the Agreement has been signed.
5. **Premises Activity.** Customer grants GPC and its contractors and representatives the right and license to enter the Premises and perform all manner of activities related to the provision of Service, including the right to: (i) access the Premises with vehicles, the GPC Assets and other tools or equipment in order to install and connect the GPC Assets and provide Service; (ii) remove and disconnect pre-existing equipment where it is necessary or convenient to do so for the provision of Service; (iii) inspect, maintain, test, replace, repair, and remove GPC Assets; (iv) provide electric energy in relation to the Service where GPC deems necessary; and (v) conduct any other activities reasonably related to the provision of Service, including surveying, digging and excavation with tools, mechanized equipment and other machinery (activity items (i) – (v) collectively, the “**GPC Activity**”). Customer represents that it has the right to permit GPC to provide the Service and perform the GPC Activity upon the Premises and, where applicable, has obtained the express authority and any required permissions from all Premises owners (and any other party with rights in the Premises) to enter into this Agreement and to authorize the GPC Activity and Service.
6. **Installation.** Customer recognizes that GPC may be required to install the GPC Assets in order to provide this service. Customer represents that: (i) the Premises' final grade will vary no more than 6 inches from the grade existing at the time of Installation; and (ii) if applicable and required for proper Installation, Premises property lines will be clearly marked before Installation.
 - A. **Customer Work.** If GPC, upon Customer's request, allows Customer to itself or through a third party perform any part of the activities related to the installation of GPC Assets at the premises (including trenching), Customer warrants that the work will meet GPC's installation specifications (which GPC will provide to Customer and are incorporated by this reference). Customer is responsible for all reasonable additional costs arising from Customer's non-compliance with GPC's specifications or lack of timely (i.e., 10 days') notice to GPC that GPC Activity related to the installation and connection of GPC Assets can commence.
 - B. **Underground Facility/Obstruction Not Subject to Dig Law.** Because GPC Activity may require excavation not subject to the Georgia Utility Facility Protection Act (O.C.G.A. §§25-9-1 – 25-9-13) (“**Dig Law**”), **Customer must mark any private utility or facility (e.g., gas/ water/sewer line; irrigation facility; low voltage data/communication line) or other underground obstruction at the Premises that is not subject to the Dig Law.** If GPC causes or incurs damage due to Customer's failure to mark a private facility or obstruction before GPC commences the GPC Activity, Customer is responsible for all damages and any resulting delay.
 - C. **Unforeseen Condition.** The estimated charges shown on Page 1 include no allowance for any subsurface rock, wetland, underground stream, buried waste, unsuitable soil, underground obstruction, archeological artifact, burial ground, threatened or endangered species, hazardous substance, etc. encountered during the GPC Activity (“**Unforeseen Condition**”). If GPC encounters an Unforeseen Condition, GPC, in its sole discretion, may stop all GPC Activity until Customer either remedies the condition or agrees to reimburse all GPC costs arising from the condition. Customer is responsible for all costs of modification or change to the GPC Assets requested by Customer or dictated by an Unforeseen Condition or circumstance outside GPC's control.
7. **GPC Asset Protection and Damage.** During the term of this Agreement, in the event of any work or digging near the GPC Assets, Customer (or any person or entity working on Customer's behalf) must: (i) provide notices and locate requests to the Georgia Utilities Protection Center (“**UPC**”) and other utility owners or operators as required by the then current Dig Law; (ii) coordinate with the UPC and all utility facility owners or operators as required by the Dig Law; and (iii) comply with the High-voltage Safety Act (O.C.G.A. §§46-3-30 – 46-3-40). As between Customer and GPC, Customer is responsible for all damages arising from failure to comply with applicable law or for damage to the GPC Assets caused by anyone other than GPC (or a GPC contractor or representative).
8. **Interruption of Service.** Customer understands Service is provided on an “as is” and “as available” basis and may be interrupted. Customer is responsible for notifying GPC if there is a Service interruption. Customer can provide such notice by either calling 1-888- 660-5890 to report the issue or by reporting the issue online at (<http://outdoorlighting.georgiapower.com>).
9. **Pole Attachments.** If Customer desires to attach or affix anything to the GPC Assets, Customer must first obtain GPC's written consent. Customer must call GPC Lighting Services Business Unit at 1-888-660-5890 to obtain such authorization.
10. **Disclaimer; Damages.** **GPC makes no covenant, warranty, or representation of any kind (including warranty of fitness for a particular purpose or of merchantability) regarding the Illumination Service or any GPC Activity.** Customer also acknowledges that, due to the unique characteristics of the Premises, Customer's needs, or GPC Assets choice, the Illumination Service may not follow IESNA guidelines. **Customer waives any right to consequential, special, indirect, treble, exemplary, incidental, punitive, loss of business reputation, or loss of use (including loss of revenue, profits, or capital costs) damages in connection with the Illumination Service, GPC Assets or this Agreement, or arising from damage, hindrance, or delay involving the Illumination Service or this Agreement, whether or not reasonable, foreseeable, contemplated, or avoidable. Customer is solely responsible for safety of the Premises and agrees that GPC has no obligation to ensure the safety of the Premises.**
11. **Georgia Security, Immigration, and Compliance Act.** Customer is a “public employer” as defined by O.C.G.A. § 13-10-91 and this is a contract for physical performance of services within the state of Georgia. Compliance with requirements of O.C.G.A. § 13-10-91 is a condition of this Agreement and is mandatory. GPC will provide to Customer a contractor's affidavit as required by O.C.G.A. § 13-10-91. GPC also agrees that, if it employs or contracts with any subcontractor(s) in connection with this Agreement, GPC will secure from each subcontractor an affidavit attesting to the subcontractor's compliance with O.C.G.A. § 13-10-91.
12. **Arbitration.** Any disputes which the parties are unable to resolve in good faith within 30 days written notice to the defaulting or breaching party, other than those disputes related to indemnity or for which a claim is filed by Customer or GPC individually in a small claims court or Customer's state's equivalent court so long as the claim remains in such court and advances as an individual (non-class, non-representative) claim for relief, will be submitted to arbitration administered by JAMS in Atlanta, Georgia in accordance with the JAMS Streamlined Arbitration Rules & Procedures before a single arbitrator, and the Federal Arbitration Act, 9 U.S.C. § 1 et seq. The arbitrator will issue an award in a form not to exceed one page and will not include findings of fact, conclusions of law or a reasoned opinion. Customer must pay their share of the arbitration fees, as established by the arbitrator, up to a maximum of \$75. If Customer prevails in the arbitration, GPC will bear all reasonable expenses borne by Customer in connection with the arbitration. **Customer will not be permitted to participate as a representative or member of any class arbitration with respect to any claim that is subject to this agreement and Customer irrevocably waives any right they may have had to participate in any such class. The arbitrator has no authority to conduct any consolidated, joint or class arbitration as to any claims and will only address and determine the individual claims of the parties. If any part of this arbitration clause is found to be unenforceable, the entire arbitration clause will be unenforceable.**
13. **Default.** Customer is in default if Customer does not pay the entire amount owed within 45 days of billing or terminates this Agreement without proper notice and prior to the end of the then current term. GPC's waiver of any past default will not waive any other default. If default occurs, GPC may elect to immediately terminate this Agreement and remove any or all GPC Assets from the Premises, and shall be entitled to seek any and all available remedies provided by law, including, without limitation, the right to collect all past due amounts (including late fees if applicable) and all amounts due for the Service during the remaining term of the Agreement.
14. **Miscellaneous.** This Agreement contains the parties' entire agreement relating to the Service and GPC Activity and replaces any prior agreement, written or oral. Subject to applicable law, GPC may modify the terms of this Agreement by providing 30 days' prior written notice to Customer of such modification. If Customer uses the Service or makes any payment to use the Service on or after the effective date of the modification, Customer accepts the modification. Either party may update administrative or contact information (e.g., address, phone, website) at any time by written notice to the other party. Customer will not assign, in whole or in part, this Agreement or its Agreement rights or obligations. Any such assignment without GPC's prior written consent will be void and of no effect. In this Agreement, “including” means “including, but not limited to.” Georgia law governs this Agreement. If a court rules an Agreement provision unenforceable to any extent, the rest of that provision and all other provisions remain effective.

**A RESOLUTION AUTHORIZING THE URBAN REDEVELOPMENT AGENCY
OF THE CITY OF HOLLY SPRINGS, GEORGIA TO TRANSACT BUSINESS
AND EXERCISE POWERS UNDER THE PROVISIONS OF THE URBAN
REDEVELOPMENT LAW**

WHEREAS, the Urban Redevelopment Law of the State of Georgia (Chapter 61 of Title 36 of the Official Code of Georgia Annotated, as amended) (the "Urban Redevelopment Law") created in the City of Holly Springs, Georgia (the "City") a public body corporate and politic to be known as the "Urban Redevelopment Agency of the City of Holly Springs, Georgia" (the "Agency"); and

WHEREAS, the Urban Redevelopment Law allows the Agency to exercise the "urban redevelopment project powers" (as defined in the Urban Redevelopment Law) provided that the City determines that it is in the public interest for the Agency to exercise such powers; and

WHEREAS, after careful study and investigation, the City desires that the Agency exercise the urban redevelopment project powers.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Holly Springs (the "City Council") that there is hereby found, determined, and declared that it is in the public interest for the Agency to exercise the urban redevelopment project powers, and the City hereby elects to have the Agency exercise the urban redevelopment project powers.

BE IT FURTHER RESOLVED that to the extent required by the Urban Redevelopment Law, the Agency is hereby activated.

BE IT FURTHER RESOLVED that the Mayor, with the advice and consent of City Council, hereby designates the members of the Downtown Development Authority of the City of Holly Springs (the "DDA") as the commissioners of the Agency; therefore, the method of appointment of the commissioners of the Agency, the number of commissioners and the terms of office shall be in conformity with the requirements of O.C.G.A. Section 36-42-4.

BE IT FURTHER RESOLVED that a copy of this resolution is on file with the City Clerk and shall serve as the certificate of appointment required by the Urban Redevelopment Law.

BE IT FURTHER RESOLVED that the foregoing designation of the members of the DDA as the commissioners of the Agency shall not act as an election by the City to have the DDA exercise the urban redevelopment project powers; such powers shall be exercised by the Agency, which is a public body corporate and politic separate and apart from the DDA.

BE IT FURTHER RESOLVED that the Mayor, with the advice and consent of the City Council, hereby appoints the Chairman and the Vice Chairman of the DDA as the Chairman and the Vice Chairman of the Board of Commissioners of the Agency.

BE IT FURTHER RESOLVED that the Board of Commissioners hereinbefore appointed shall organize itself, carry out its duties and responsibilities, and exercise its powers and prerogatives in accordance with the terms and provisions of the Urban Redevelopment Law as it now exists and as it might hereafter be amended or modified.

BE IT FURTHER RESOLVED that this resolution shall be effective immediately upon its adoption.

BE IT FURTHER RESOLVED that any and all resolutions in conflict with this resolution be and the same are hereby repealed.

ADOPTED on this 15th day of July, 2019.

**COUNCIL OF THE CITY OF HOLLY
SPRINGS**

(SEAL)

By: _____
Steven W. Miller, Mayor

Attest:

By: _____
Karen Norred, City Clerk

**A RESOLUTION DESIGNATING THE URBAN REDEVELOPMENT AREA
AND APPROVING AN URBAN REDEVELOPMENT PLAN**

WHEREAS, the Urban Redevelopment Law of the State of Georgia (Chapter 61 of Title 36 of the Official Code of Georgia Annotated, as amended) (the "Urban Redevelopment Law") provides that the City of Holly Springs, Georgia (the "City") shall not approve an urban redevelopment plan for an urban redevelopment area unless the Mayor and City Council of the City has (a) determined such area to be a pocket of blight and designated such area as appropriate for an urban redevelopment project, (b) held a public hearing on the urban redevelopment plan (the "Public Hearing") after a public notice (the "Notice") thereof is published in a newspaper having a general circulation in the area of operation of the City and (c) made certain additional findings; and

WHEREAS, after careful study and investigation, the City desires to approve the urban redevelopment plan attached hereto as Exhibit A (the "Urban Redevelopment Plan"); and

WHEREAS, the City published the Notice and held the Public Hearing as required by the Urban Redevelopment Law.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Holly Springs that there is hereby found, determined, and declared that the area shown on Exhibit B (the "Urban Redevelopment Area") is determined to be a pocket of blight by reason of (a) the presence of a substantial number of deteriorated or deteriorating structures; (b) unsafe conditions; and (c) the deterioration of site or other improvements, all of which substantially impairs or arrests the sound growth of the City, retards the provisions of housing accommodations, or constitutes an economic or social liability and is a menace to the public health, safety, morals, or welfare in its present condition and use.

BE IT FURTHER RESOLVED that because the Urban Redevelopment Area is a pocket of blight, it is hereby designated as appropriate for urban redevelopment projects.

BE IT FURTHER RESOLVED that there is hereby found, determined, and declared that (a) no families will be displaced from the Urban Redevelopment Area, and therefore no method for relocation of such families need be provided, (b) the Urban Redevelopment Plan conforms to the general plan of the City as a whole, (c) the Urban Redevelopment Plan will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the rehabilitation or redevelopment of the Urban Redevelopment Area by private development and (d) the Urban Redevelopment Plan constitutes an appropriate part of the City's workable program for utilizing appropriate private and public resources to eliminate and prevent the impairment of the sound growth of the City and to encourage needed urban rehabilitation all as set forth in the Urban Redevelopment Law.

BE IT FURTHER RESOLVED that the Urban Redevelopment Plan and the urban redevelopment projects in the Urban Redevelopment Plan are hereby approved.

BE IT FURTHER RESOLVED that this resolution shall be effective immediately upon its adoption.

BE IT FURTHER RESOLVED that any and all resolutions in conflict with this resolution be and the same are hereby repealed.

ADOPTED on this 15th day of July, 2019.

**COUNCIL OF THE CITY OF HOLLY
SPRINGS**

(SEAL)

By: _____
Steven W. Miller, Mayor

Attest:

By: _____
Karen Norred, City Clerk

Exhibit A

2019 URBAN REDEVELOPMENT PLAN OF THE CITY OF HOLLY SPRINGS

I. General

This Urban Redevelopment Plan (this "Plan") was prepared by the City of Holly Springs, Georgia (the "City") and constitutes an "urban redevelopment plan" within the meaning of Section 36-61-2(24) of the Official Code of Georgia Annotated.

II. Designation of Urban Redevelopment Area

The Council of the City determined that the area of the City known as the "City of Holly Springs Main Street District" (the "Urban Redevelopment Area") was a "pocket of blight" and designated it as appropriate for urban redevelopment projects, all in accordance with the Urban Redevelopment Law of the State of Georgia (Chapter 61 of Title 36 of the Official Code of Georgia Annotated, as amended) (the "Urban Redevelopment Law"). A map of the Urban Redevelopment Area is on file with the City.

III. Description of the Urban Redevelopment Projects

The Council of the City has identified the following three urban redevelopment projects for the Urban Redevelopment Area, each of which meets the definition of an "urban redevelopment project" pursuant to the Urban Redevelopment Law (collectively, the "Urban Redevelopment Projects"):

1. Town Center Road Network Project:

- A. Widening Hickory Road from roundabout to Holly Springs Parkway
- B. Construction of a roundabout on Hickory Road east of Cherokee County Fire Station #8
- C. Reconfiguration of the intersection of Palm Street and Hickory Road
- D. Construction of the Palm Street Extension from Walnut Street to Hickory Road roundabout

The Town Center Road Network Project is more fully described in the Civil Plans and Specifications prepared by Southeastern Engineering, Inc.

2. Industrial Connector Project:

- A. Acquisition of right-of-way for the construction of Phase I of the Industrial Connector (Hickory Springs Parkway)
- B. Construction of Phase I of Hickory Springs Parkway to eastern entrance of Town Center Project (TCP)

The Industrial Connector Project is more fully described in Scoping Project Plans and Specifications (GDOT P.I. 0015030) prepared by AECOM.

3. Town Center Project:

- A. Extension and addition of water mains to serve the TCP
- B. Extension and addition of sanitary sewer mains to serve the TCP
- C. Relocation of existing underground and overhead utilities to serve the TCP
- D. Pedestrian Lighting, irrigation and streetscapes along the TCP
- E. Acquisition of additional parcel (.98 acre) at the intersection of Hickory Road and Hickory Springs Parkway for the expansion of TCP development
- F. Construction of additional parking and Palm Street access for the Holly Springs Community Center (Depot)
- G. Construction of on-site and off-site stormwater detention facilities and associated infrastructure

H. Mass grading of site to prepare pads for future vertical construction for the TCP development

The Town Center Project is more fully described the Civil Plans and Specification prepared by Southeastern Engineering, Inc. and concept reports prepared by Tunnel-Spengler & Associations d/b/a TSW.

IV. Plan Requirements

This Plan conforms to the general plan for the City as a whole. This Plan identifies the land acquisition, demolition and removal of structures, redevelopment, improvements, and rehabilitation proposed to be carried out in the Urban Redevelopment Area. Neither this Plan nor the Urban Redevelopment Projects will require any zoning or planning changes. Any zoning or planning exceptions will be made in accordance with applicable law. The Urban Redevelopment Projects will constitute appropriate land uses and will not require the displacement or relocation of any families or businesses. This Plan identifies any changes in land uses. This Plan is consistent with and furthers the City's local objectives respecting appropriate land uses, improved traffic, public transportation, public utilities, recreational and community facilities, and other public improvements, as more fully described below.

The City Council approved the TCP, which is an integral part of this Plan, in 2016 to redevelop land at the intersection of Palm Street and Hickory Road in downtown Holly Springs. The TCP and this Plan accomplish the following objectives for the City:

- Land uses – The TCP is zoned General Commercial with a mixed-use overlay (GC w/ MXD-1). This zoning category encourages mixed-use development where residents have housing options adjacent to retail, restaurants and employment opportunities.
- Improved traffic – The TCP road network will improve traffic flow within the downtown core of Holly Springs by adding capacity to Hickory Road, intersection improvements at Palm Street and the construction of a roundabout to keep traffic moving east of Holly Springs Parkway. Construction of phase 1 of the Industrial Connector roadway (Hickory Springs Parkway) along the eastern boundary of the TCP including the acquisition of right-of-way for the road, sidewalks and trails southeast of the railroad will also improve traffic circulation in downtown Holly Springs.
- Public utilities – The TCP includes the extension and upsizing of water mains, the extension of sanitary sewer mains, the addition of stormwater conveyance structures, stormwater detention facilities and pedestrian street lighting.
- Recreational and community facilities – The TCP includes the construction of additional parking at the City of Holly Springs Community Center (Depot) including the addition of an entrance to the facility from Palm Street. Mass grading of the site will allow for the construction of a new City Hall, amphitheater and passive park in phase II of the TCP.

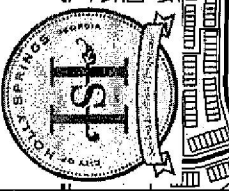
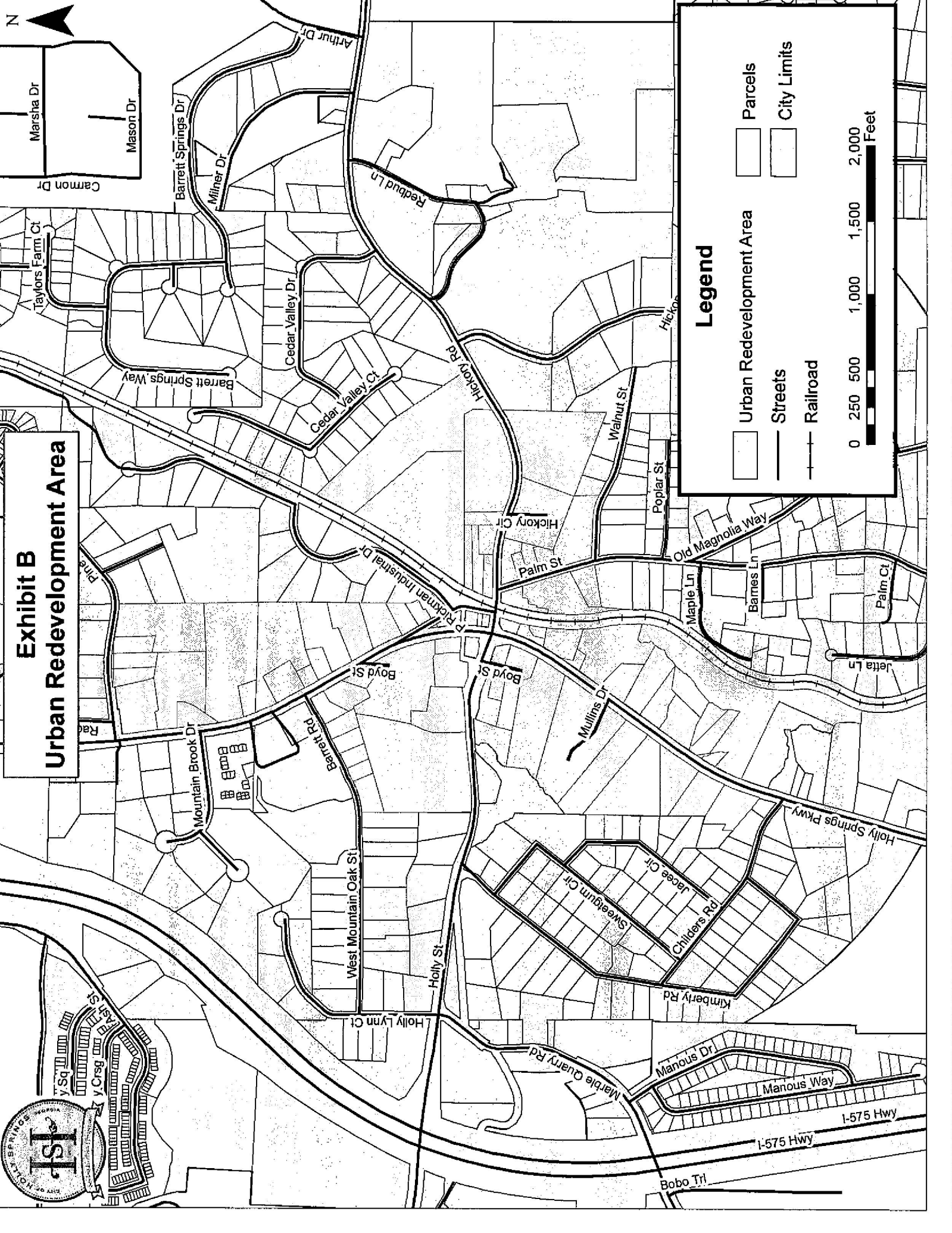


Exhibit B Urban Redevelopment Area



Legend

Urban Redevelopment Area

Streets

Railroad

Parcels

City Limits

0 250 500 1,000 1,500 2,000 Feet

A RESOLUTION AUTHORIZING, INTER ALIA, THE EXECUTION OF AN INTERGOVERNMENTAL CONTRACT RELATING TO THE ISSUANCE OF AN URBAN REDEVELOPMENT AGENCY OF THE CITY OF HOLLY SPRINGS, GEORGIA REVENUE BOND, SERIES 2019

WHEREAS, the City Council of the City of Holly Springs, the body charged with managing the affairs of the City of Holly Springs, Georgia (the "City"), (a) adopted a resolution on July 1, 2019 finding that "one or more 'pockets of blight' exist in the City and the rehabilitation, conservation, or redevelopment, or a combination thereof, of such area or areas is necessary in the interest of the public health, safety, morals, or welfare of the residents of the City" and (b) adopted a resolution on July 15, 2019 (i) determining that a certain area within the City (the "Urban Redevelopment Area") is a pocket of blight and designating the Urban Redevelopment Area as appropriate for urban redevelopment projects and (ii) approving the City's 2019 Urban Redevelopment Plan and the urban redevelopment projects described therein (the "Urban Redevelopment Projects"), all in accordance with the Urban Redevelopment Law of the State of Georgia ("Act"); and

WHEREAS, the City Council adopted a resolution on July 15, 2019 requesting that the Urban Redevelopment Agency of the City of Holly Springs, Georgia (the "Agency") exercise the "urban redevelopment project powers" (as defined in the Act); and

WHEREAS, pursuant to the Act, the Agency has the power to (a) undertake and carry out urban redevelopment projects within its area of operation, (b) make and execute contracts and other instruments necessary or convenient to the exercise of its powers under the Act and (c) issue revenue bonds to finance the undertaking of any urban redevelopment project; and

WHEREAS, Article IX, Section III, Paragraph I(a) of the Constitution of the State of Georgia authorizes, among other things, any county, municipality or other political subdivision of the State to contract, for a period not exceeding fifty years, with another county, municipality or political subdivision or with any other public agency, public corporation or public authority for joint services, for the provision of services, or for the provision or separate use of facilities or equipment, provided that such contract deals with activities, services or facilities which the contracting parties are authorized by law to undertake or to provide; and

WHEREAS, the Agency proposes to issue its revenue bond to be known as the "Urban Redevelopment Agency of the City of Holly Springs, Georgia Revenue Bond, Series 2019" in the principal face amount of \$5,000,000 (the "Bond") for the purpose of paying all or a portion of the costs of the Urban Redevelopment Projects and the costs of issuing the Bond; and

WHEREAS, the Bond will be issued pursuant to a resolution to be adopted by the Agency (the "Resolution"); and

WHEREAS, the Agency and the City propose to enter into an Intergovernmental Contract, dated as of August 1, 2019 (the "Contract"), pursuant to which the Agency will agree to issue the Bond, and the City will agree to pay the Agency amounts sufficient to enable the Agency to pay the debt service on the Bond.

NOW, THEREFORE, BE IT RESOLVED by the COUNCIL OF THE CITY OF HOLLY SPRINGS, as follows:

Section 1. Authorization Financing of the Urban Redevelopment Projects. The financing of the Urban Redevelopment Projects as described above is hereby authorized.

Section 2. Authorization of Bond; Acknowledgment of Resolution. The issuance of the Bond by the Agency is hereby authorized to the extent necessary. The City hereby acknowledges receipt of form of the Resolution expected to be adopted by the Agency.

Section 3. Authorization of the Contract. The execution, delivery and performance of the Contract are hereby authorized. The Contract shall be executed by the Mayor or Mayor Pro Tem. The City Clerk may attest the same and the seal may be impressed thereon. The Contract shall be in substantially the form attached hereto as Exhibit "A," subject to such changes, insertions and omissions as may be approved by the person executing the same and the City Attorney, and the execution of the Contract shall be conclusive evidence of any such approval. The Contract is by this reference thereto spread upon the minutes.

Section 4. Validation of Bond. The Mayor, Mayor Pro Tem and City Clerk of the City are authorized to execute and file an answer and to execute any and all further instruments and pleadings as they might deem necessary to validate the Bond in the Superior Court of Cherokee County.

Section 5. General Authority. The proper officers, employees and agents of the City are hereby authorized, empowered and directed to do all such acts and things, including, but not limited to making covenants on behalf of the City and to execute all such documents and certificates as may be necessary to carry out the transactions contemplated by this resolution.

Section 6. Actions Approved and Confirmed. All acts and doings of the officers, employees and agents of the City which are in conformity with the purposes and intent of this resolution are hereby authorized and approved.

Section 7. Repealing Clause. Any and all resolutions or parts of resolutions in conflict with this resolution are hereby repealed.

Section 8. Effective Date. This resolution shall take effect immediately upon its adoption

ADOPTED this 15th day of July, 2019.

CITY COUNCIL OF CITY OF HOLLY SPRINGS

(SEAL)

By: _____
Steven W. Miller, Mayor

ATTEST:

Karen Norred, City Clerk

EXHIBIT "A"

INTERGOVERNMENTAL CONTRACT

URBAN REDEVELOPMENT AGENCY OF THE CITY OF HOLLY SPRINGS, GEORGIA

AND

CITY OF HOLLY SPRINGS, GEORGIA

INTERGOVERNMENTAL CONTRACT

Dated as of August 1, 2019

The rights and interest of the Urban Redevelopment Agency of the City of Holly Springs, Georgia in this Intergovernmental Contract (except for certain Unassigned Rights) have been pledged under the Resolution to the holder from time to time of the Bond.

This document was prepared by:
Murray Barnes Finister LLP
Building 5, Suite 515
3525 Piedmont Road NE
Atlanta, GA 30305
(678) 999-0350

INTERGOVERNMENTAL CONTRACT

TABLE OF CONTENTS

(This Table of Contents is not a part of the Intergovernmental Contract and is only for convenience of reference.)

ARTICLE I. DEFINITIONS	2
ARTICLE II. REPRESENTATIONS	3
Section 2.1. Representations of Agency.	3
Section 2.2. Representations of the City.	4
ARTICLE III. ISSUANCE OF THE BOND; COMPLETION OF URBAN REDEVELOPMENT PROJECTS	6
Section 3.1. Agreement to Issue the Bond; Application of Bond Proceeds.	6
Section 3.2. Completion of Urban Redevelopment Projects.	6
ARTICLE IV. EFFECTIVE DATE OF THIS CONTRACT; DURATION OF TERM; CONTRACT PAYMENT PROVISIONS	7
Section 4.1. Effective Date of this Contract; Duration of Term.	7
Section 4.2. Contract Payments.	7
Section 4.3. Obligations of City Hereunder Absolute and Unconditional.....	7
Section 4.4. Budget and Tax Levy to Pay Contract Payments.	8
Section 4.5. Enforcement of Obligations.....	9
ARTICLE V. SPECIAL COVENANTS	10
Section 5.1. Further Assurances and Corrective Instruments.	10
Section 5.2. Agency and City Representatives.	10
Section 5.3. City's Obligations in the Resolution.....	10
Section 5.4. Financial Statements and Other Notices.	10
Section 5.5. Ownership and Operation of the Urban Redevelopment Projects.	10
Section 5.6. Tax Covenants.	10
Section 5.7. Release and Indemnification Covenants.....	11
ARTICLE VI. EVENTS OF DEFAULT AND REMEDIES	12
Section 6.1. Events of Default Defined.	12
Section 6.2. Remedies on Default.....	12
Section 6.3. No Remedy Exclusive.....	12
Section 6.4. Agreement To Pay Attorneys' Fees and Expenses.	13
Section 6.5. No Additional Waiver Implied by One Waiver.....	13
ARTICLE VII. MISCELLANEOUS.....	14
Section 7.1. Notices.	14
Section 7.2. Binding Effect; Third Party Beneficiary.....	14

Section 7.3.	Severability.	14
Section 7.4.	Amounts Remaining in Funds.	14
Section 7.5.	Amendments, Changes and Modifications.	14
Section 7.6.	Execution in Counterparts.....	14
Section 7.7.	Applicable Law.	14
Section 7.8.	Captions.	15
Section 7.9.	No Personal Recourse.	15

THIS INTERGOVERNMENTAL CONTRACT is entered into as of August 1, 2019 (this "Contract"), between the URBAN REDEVELOPMENT AGENCY OF THE CITY OF HOLLY SPRINGS, GEORGIA (the "Agency"), and the CITY OF HOLLY SPRINGS, GEORGIA (the "City").

WITNESSETH:

WHEREAS, the City Council of the City of Holly Springs, the body charged with managing the affairs of the City of Holly Springs, Georgia (the "City"), (a) adopted a resolution on July 1, 2019 finding that "one or more 'pockets of blight' exist in the City and the rehabilitation, conservation, or redevelopment, or a combination thereof, of such area or areas is necessary in the interest of the public health, safety, morals, or welfare of the residents of the City" and (b) adopted a resolution on July 15, 2019 (i) determining that a certain area within the City (the "Urban Redevelopment Area") is a pocket of blight and designating the Urban Redevelopment Area as appropriate for urban redevelopment projects and (ii) approving the City's 2019 Urban Redevelopment Plan and the urban redevelopment projects described therein (the "Urban Redevelopment Projects"), all in accordance with the Urban Redevelopment Law of the State of Georgia ("Act"); and

WHEREAS, the City Council adopted a resolution on July 15, 2019 requesting that the Urban Redevelopment Agency of the City of Holly Springs, Georgia (the "Agency") exercise the "urban redevelopment project powers" (as defined in the Act); and

WHEREAS, pursuant to the Act, the Agency has the power to (a) undertake and carry out urban redevelopment projects within its area of operation, (b) make and execute contracts and other instruments necessary or convenient to the exercise of its powers under the Act and (c) issue revenue bonds to finance the undertaking of any urban redevelopment project; and

WHEREAS, Article IX, Section III, Paragraph I(a) of the Constitution of the State of Georgia authorizes, among other things, any county, municipality or other political subdivision of the State to contract, for a period not exceeding fifty years, with another county, municipality or political subdivision or with any other public agency, public corporation or public authority for joint services, for the provision of services, or for the provision or separate use of facilities or equipment, provided that such contract deals with activities, services or facilities which the contracting parties are authorized by law to undertake or to provide; and

WHEREAS, the Agency proposes to issue its revenue bond to be known as the "Urban Redevelopment Agency of the City of Holly Springs, Georgia Revenue Bond, Series 2019" in the principal face amount of \$5,000,000 (the "Bond") for the purpose of paying a portion of the costs of the Urban Redevelopment Projects and the costs of issuing the Bond; and

WHEREAS, the Agency and the City propose to enter into this Contract pursuant to which the Agency will agree to issue the Bond, and the City will agree to pay to the Agency amounts sufficient to pay the debt service on the Bond.

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Agency and the City hereto agree as follows:

ARTICLE I.

DEFINITIONS

All capitalized, undefined terms used in this Contract shall have the meanings ascribed to them in the Resolution. The following words and phrases shall have the following meanings:

“Contract Payments” means the payments due pursuant to Section 4.2 of this Contract.

“Default” and “Event of Default” mean with respect to any Default or Event of Default under this Contract any occurrence or event specified and defined by Section 6.1 hereof.

“Resolution” means the resolution of the Agency adopted on July 17, 2019 pursuant to which the Bond is authorized to be issued, including any resolution supplemental thereto.

“State” means the State of Georgia.

ARTICLE II.

REPRESENTATIONS

Section 2.1. Representations of Agency.

The Agency represents as follows:

(a) The Agency is a body corporate and politic duly created and validly existing under the Constitution and laws of the State. The Agency is authorized and has the power to (i) adopt the Resolution and perform its obligations thereunder, (ii) issue, execute, deliver and perform its obligations under the Bond and (iii) execute, deliver and perform its obligations under this Contract (collectively, the "Agency Transactions").

(b) The Agency has duly authorized the Agency Transactions. The Resolution has been duly adopted and constitutes a valid, binding and enforceable obligation of the Agency. The Resolution creates a lien on the Pledged Security. The Agency has not created any other lien on the Pledged Security.

(c) The Bond has been duly executed by the Agency and is a valid, binding and enforceable limited obligation of the Agency. This Contract has been duly executed by the Agency and is a valid, binding and enforceable obligation of the Agency.

(d) All licenses, consents, approvals, authorizations, permits and orders of governmental or regulatory authorities, if any, that are required to be obtained by the Agency in connection with the Agency Transactions have been duly obtained and remain in full force and effect, except that no representation is made as to compliance with any applicable federal or state securities laws.

(e) The Agency Transactions do not and will not conflict with or constitute on the part of the Agency a violation of, breach of or default under any (i) indenture, mortgage, lease, resolution, or other agreement or instrument to which the Agency is a party or by which the Agency or its property is bound (a "Contractual Requirement") or (iii) any constitutional provision, statute, order, rule or regulation of any court or governmental agency or body having jurisdiction over the Agency or its properties (a "Legal Requirement").

(f) The Agency is not in violation of, breach of or default under any Contractual Requirement or Legal Requirement which violation, breach or default would adversely affect the Agency Transactions. No event has occurred and is continuing which, with the passage of time or the giving of notice or both, would constitute such a violation, breach or default.

(g) There is no action, suit, proceeding, inquiry or investigation, at law or in equity, before or by any court, public board or body, pending or, to the knowledge of the Agency, threatened against or affecting the Agency (or, to the knowledge of the Agency, any meritorious basis therefor) (i) attempting to limit, enjoin or otherwise restrict or prevent the Agency from issuing the Bond, (ii) contesting or questioning the existence of

the Agency or the titles of the present officers of the Agency to their offices or (iii) wherein an unfavorable decision, ruling or finding would (A) adversely affect the enforceability of the Resolution, the Bond or this Contract, or (B) materially adversely affect (1) the financial condition or results of operations of the Agency or (2) the Agency Transactions.

The Agency makes no representation as to the (a) condition or workmanship of the Urban Redevelopment Projects, (b) suitability of the Urban Redevelopment Projects for the City's purposes or (c) the financial condition of the City. Furthermore, the Agency makes no representation that the proceeds of the Bond will be sufficient to pay the costs of the Urban Redevelopment Projects and the costs of issuing the Bond.

Section 2.2. Representations of the City.

The City represents as follows:

(a) The City is a municipal corporation duly created and validly existing under the Constitution and laws of the State. The City is authorized and has the power and all licenses and permits to (i) acquire, construct, equip, own and operate the Urban Redevelopment Projects and (ii) execute, deliver and perform its obligations under this Contract (collectively, the "City Transactions").

(b) The City has duly authorized the City Transactions.

(c) This Contract has been duly executed by the City and is a valid, binding and enforceable obligation of the City.

(d) All licenses, consents, approvals, authorizations, permits and orders of governmental or regulatory authorities, if any, that are required to be obtained by the City in connection with the City Transactions have been duly obtained and remain in full force and effect, except that no representation is made as to compliance with any applicable federal or state securities laws.

(e) The City Transactions do not and will not conflict with or constitute on the part of the City a violation of, breach of or default under any (i) indenture, mortgage, lease, resolution, or other agreement or instrument to which the City is a party or by which the City or its property is bound (a "Contractual Requirement") or (iii) any constitutional provision, statute, order, rule or regulation of any court or governmental agency or body having jurisdiction over the City or its properties (a "Legal Requirement").

(f) The City is not in violation of, breach of or default under any Contractual Requirement or Legal Requirement which violation, breach or default would adversely affect the City Transactions. No event has occurred and is continuing which, with the passage of time or the giving of notice or both, would constitute such a violation, breach or default.

(g) There is no action, suit, proceeding, inquiry or investigation, at law or in equity, before or by any court, public board or body, pending or, to the knowledge of the City, threatened against or affecting the City (or, to the knowledge of the City, any meritorious basis therefor) (i) contesting or questioning the existence of the City or the titles of the present officers of the City to their offices or (ii) wherein an unfavorable decision, ruling or finding would (A) adversely affect the enforceability of this Contract, or (B) materially adversely affect (1) the financial condition or results of operations of the City or (2) the City Transactions.

ARTICLE III.

ISSUANCE OF THE BOND; COMPLETION OF URBAN REDEVELOPMENT PROJECTS

Section 3.1. Agreement to Issue the Bond; Application of Bond Proceeds.

The Agency agrees that it will issue the Bond. The proceeds from the sale of the Bond shall be applied as provided in the Resolution, and the City hereby approves the issuance of the Bond. The Agency shall deliver a certified copy of the Resolution to the City promptly upon the adoption thereof.

Section 3.2. Completion of Urban Redevelopment Projects.

The City shall take all actions necessary or desirable to complete the Urban Redevelopment Projects.

ARTICLE IV.

EFFECTIVE DATE OF THIS CONTRACT; DURATION OF TERM; CONTRACT PAYMENT PROVISIONS

Section 4.1. Effective Date of this Contract; Duration of Term.

This Contract shall remain in full force and effect from the date of its execution and delivery to and including the later of (a) August 14, 2029 or (b) the date the Bond and the fees and expenses of the Agency, the custodians, the Paying Agent, the Bond Registrar and the Authenticating Agent shall have been fully paid or provision made for such payment, whichever is later, but in no event later than 50 years from the date hereof.

Section 4.2. Contract Payments.

(a) The City agrees to pay to the Agency (or its assignee or designee) amounts sufficient to enable the Agency to pay all amounts due and owing under the Bond, including, but not limited to, the principal of and interest on the Bond. The Agency has assigned the Contract Payments to the owner of the Bond, and the City consents to such assignment. The Agency hereby directs the City to make the Contract Payments directly to the Sinking Fund Custodian unless the Agency, the City and the owner of the Bond shall provide otherwise pursuant to Section 208 of the Resolution.

(b) The City also agrees to pay the reasonable fees and expenses of all custodians and depositories, the Paying Agent, Bond Registrar and Authenticating Agent and of their successors and assigns as provided by Section 702 of the Resolution, such reasonable fees and expenses to be paid directly to the party to whom the payment is due when such reasonable fees and expenses become due and payable

(c) In the event the City should fail to make any of the Contract Payments required in this Section 4.2, the item or installment so in Default shall continue as an obligation of the City until the amount in Default shall have been fully paid, and the City agrees to pay the same with interest thereon at the rate borne by the Bond, to the extent permitted by law, from the date thereof.

Section 4.3. Obligations of City Hereunder Absolute and Unconditional.

The obligations of the City to make the Contract Payments required in Section 4.2 hereof and to perform and observe any and all of the other covenants and agreements on its part contained herein shall be absolute and unconditional irrespective of any defense or any rights of set off, recoupment, or counterclaim it may otherwise have against the Agency. Until such time as all amounts owing hereunder have been paid or provision for the payment thereof shall have been made in accordance with the Resolution and hereof, the City (a) will not suspend, abate, reduce, abrogate, diminish, postpone, modify or discontinue the Contract Payments provided for herein, (b) will perform and observe all of its other agreements contained in this Contract, and (c) will not terminate the Term of this Contract or its obligations hereunder for any contingency, act of God, event, or cause whatsoever, including, without limiting the generality of the

foregoing, failure of title in and to the Urban Redevelopment Projects or any part thereof, any acts or circumstances that may constitute failure of consideration, eviction or constructive eviction, destruction of or damage to the Urban Redevelopment Projects, the taking by eminent domain of title to or the use of all or any part of the Urban Redevelopment Projects, commercial frustration of purpose, any change in the tax or other laws of the United States of America or of the State or any political subdivision of either, any declaration or finding that the Bond is unenforceable or invalid, the invalidity of any provision of this Contract, or any failure of the Agency to perform and observe any agreement, whether express or implied, or any duty, liability or obligation arising out of or connected with this Contract, or the Resolution. Nothing contained in this Section shall be construed to release the Agency from the performance of any of the agreements on its part contained herein or in the Resolution; and if the Agency should fail to perform any such agreement, the City may institute such action against the Agency as the City may deem necessary to compel performance or recover its damages for nonperformance as long as such action shall not do violence to or adversely affect the agreements on the part of the City contained in this Contract and to make the Contract Payments specified herein. The City may, however, at its own cost and expense and in its own name, prosecute or defend any action or proceeding or take any other action involving third persons which the City deems reasonably necessary in order to secure or protect its rights hereunder, and in such event the Agency hereby agrees to cooperate to the extent required.

Section 4.4. Budget and Tax Levy to Pay Contract Payments.

(a) The obligations of the City to make the Contract Payments when due under Section 4.2 hereof, and to perform its other obligations hereunder, are absolute and unconditional general obligations of the City as herein provided, and the City hereby pledges its full faith and credit and taxing power to such payment and performance. In the event the amount of funds lawfully available to the City is not sufficient to pay the Contract Payments when due in any year, the City shall levy an ad valorem tax on all taxable property located within the limits of the City subject to taxation for such purposes, as now existent and as same may hereafter be extended, at such rate or rates as may be necessary to produce in each calendar year revenues which shall be sufficient to fulfill the City's obligations hereunder, from which revenues there shall be appropriated sums sufficient to pay in full when due the obligations herein contracted to be paid by the City including specifically the obligation to make the Contract Payments as provided herein.

(b) The City further covenants and agrees that in order to make funds available for such purpose, it will, in its general revenue, appropriation and budgetary measures whereby its tax funds or revenues and the allocation thereof are controlled or provided for, include sums sufficient to satisfy any such Contract Payments that may be required to be made, whether or not any other sums are included in such measure, until all payments so required to be made shall have been made in full. The obligation of the City to make the Contract Payments shall constitute a general obligation of the City and a pledge of the full faith and credit of the City to provide the funds required to fulfill such obligation; provided, however, nothing herein contained shall be construed as limiting the right of the City to pay the obligations hereunder assumed out of its general funds or from other sources lawfully available to it for such purpose.

(c) In the event for any reason any such provision or appropriation is not made as provided in the preceding subsection (b), then the fiscal officers of the City are hereby authorized and directed to set up as an appropriation on their accounts in the appropriate fiscal year the amounts required to pay the obligations which may be due from the general funds of the City. The amount of such appropriation shall be due and payable and shall be expended for the purpose of paying any such obligations, and such appropriation shall have the same legal status as if the City had included the amount of the appropriation in its general revenue, appropriation and budgetary measures, and the fiscal officers of the City shall make such Contract Payments to the Sinking Fund Custodian for deposit to the Sinking Fund or to the holder of the Bond if a Sinking Fund is not being maintained if for any reason the payment of such obligations shall not otherwise have been made.

Section 4.5. Enforcement of Obligations.

The obligation of the City to make Contract Payments under this Article may be enforced by (a) the Agency, (b) the owner of the Bond, independently of the Agency, or (c) such receiver or receivers as may be appointed pursuant to the Resolution or applicable law. The covenants and agreements hereunder, including specifically the obligation to make the Contract Payments, shall be enforceable by specific performance; it being acknowledged and agreed by the Agency and the City that no other remedy at law is adequate to protect the interests of the parties hereto or the interests of the owner of the Bond.

ARTICLE V.

SPECIAL COVENANTS

Section 5.1. Further Assurances and Corrective Instruments.

The Agency and the City agree that they will, from time to time, execute, acknowledge and deliver, or cause to be executed, acknowledged and delivered, such supplements hereto and such further instruments as may reasonably be required for carrying out the expressed intention of this Contract.

Section 5.2. Agency and City Representatives.

Whenever under the provisions of this Contract or the Resolution the approval of the Agency or the City is required or the Agency or the City is required to take some action at the request of the other, such approval or such request shall be given for the Agency by its designated representative and for the City by its designated representative.

Section 5.3. City's Obligations in the Resolution.

The City agrees to perform all of its obligations (if any) under, and to comply with all of the terms of, the Resolution.

Section 5.4. Financial Statements and Other Notices.

The City shall provide a copy of its audited financial statements to the owner of the Bond on or before the first day of the seventh month following the end of each fiscal year. The City shall immediately notify the owner of the Bond of any material adverse change in the financial condition of the City and shall provide the owner of the Bond with such other information as the owner of the Bond shall reasonably request.

Section 5.5. Ownership/Sale and Operation of the Urban Redevelopment Projects.

The City shall own the Urban Redevelopment Projects. The City may sell or lease all or a portion of the Urban Redevelopment Projects without the consent of the Agency or the owner of the Bond. The City shall pay all costs of operating the Urban Redevelopment Projects or shall provide for the payment of such costs. The Agency shall not be responsible for the payment of any such costs.

Section 5.6. Tax Covenants.

The Agency and the City shall take all actions required to maintain the tax-exempt status of the Bond and shall refrain from taking any actions that will adversely affect the tax-exempt status of the Bond. The City shall comply with any and all of its policies related to the issuance of tax-exempt debt.

Section 5.7. Release and Indemnification Covenants.

(a) To the extent permitted by law, the City hereby agrees to release the Agency from and to indemnify the Agency for any and all liabilities and claims against the Agency arising from the issuance of the Bond and the acquisition, construction, ownership and operation of the Urban Redevelopment Projects, including without limitation, (i) any condition of the Urban Redevelopment Projects, (ii) any breach or Default on the part of the City in the performance of any of its obligations under this Contract, (iii) any act or negligence of the City or of any of its agents, contractors, servants, employees or licensees, or (iv) any act or negligence of any assignee or lessee of the City, or of any agents, contractors, servants, employees or licensees of any assignee or lessee of the City or (v) any material statement or omission by the City in connection with the sale of the Bond. Upon notice from the Agency, the City shall defend the Agency in any such action or proceeding. Notwithstanding the foregoing, the City shall not be required to indemnify the Agency for its gross negligence or willful misconduct.

(b) The Agency shall have the right to employ separate counsel in any such action and to participate in the defense thereof, but the fees and expenses of such counsel shall be at the expense of the Agency unless the employment of such counsel has been specifically authorized by the City.

(d) For purposes of this Section 5.7, all references to the Agency shall include its present and future directors, officers, members, agent and employees.

(e) The provisions of this Section 5.7 shall survive the termination of this Contract.

ARTICLE VI.

EVENTS OF DEFAULT AND REMEDIES

Section 6.1. Events of Default Defined.

The following shall be "Events of Default" under this Contract and the terms "Event of Default" and "Default" shall mean, whenever they are used in this Contract, any one or more of the following events:

(a) Failure by the City to make the payments required to be paid under Section 4.2 hereof.

(b) Failure by the City or the Agency to observe and perform any covenant, condition or agreement on its part to be observed or performed, other than as referred to in subparagraph (a) of this Section 6.1, for a period of 30 days after written notice specifying such failure and requesting that it be remedied is given to the defaulting party by the nondefaulting party, unless the nondefaulting party shall agree in writing to an extension of such time prior to its expiration; provided, however, if the failure stated in the notice be such that it cannot be corrected within the applicable period, it shall not constitute an Event of Default if corrective action is instituted by the defaulting party within the applicable period and is being diligently pursued until the Default is corrected.

(c) Any representation or warranty made in this Contract shall be found untrue.

(d) The occurrence of an Event of Default under the Resolution.

Section 6.2. Remedies on Default.

Whenever any Event of Default referred to in Section 6.1 hereof shall have happened and be continuing, the nondefaulting party or the owner of the Bond may proceed to protect and enforce its rights hereunder by (a) a suit, action or special proceeding for the specific performance of any covenant or agreement contained herein or (b) any proper legal or equitable remedy as the nondefaulting party or the owner of the Bond shall deem most effectual to protect and enforce rights hereunder; provided, however, the nondefaulting party and the owner of the Bond shall not have the right to accelerate the payments required under Section 4.2 hereof.

Section 6.3. No Remedy Exclusive.

No remedy conferred herein or in the Resolution is intended to be exclusive of any other remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Contract or the Resolution or now or hereafter existing at law or in equity. No delay or omission to exercise any right or power accruing upon any Default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right or power may be exercised from time to time and as often as may be deemed

expedient. In order to exercise any remedy, it shall not be necessary to give any notice, other than such notice as may be expressly required in this Article.

Section 6.4. Agreement To Pay Attorneys' Fees and Expenses.

In the event the City should Default under any of the provisions of this Contract and the Agency or the owner of the Bond should employ attorneys or incur other expenses for the collection of payments or the enforcement of performance or observance of any obligation or agreement on the part of the City herein contained, the City agrees that it will on demand therefor pay to the Agency or the owner of the Bond the reasonable fee of such attorneys and such other reasonable expenses so incurred by the Agency or the owner of the Bond.

Section 6.5. No Additional Waiver Implied by One Waiver.

In the event any agreement contained in this Contract should be breached by either party and thereafter waived by the other party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other breach hereunder.

ARTICLE VII.

MISCELLANEOUS

Section 7.1. Notices.

All notices, certificates or other communications hereunder shall be sufficiently given and shall be deemed given when (a) hand delivered, (b) sent via overnight mail, (c) sent by electronic mail or (d) mailed by registered mail, postage prepaid. A copy of each notice hereunder shall be provided promptly to the owner of the Bond at its registered address.

Section 7.2. Binding Effect; Third Party Beneficiary.

This Contract shall inure to the benefit of and shall be binding upon the Agency and the City and their successors and assigns. The owner of the Bond shall be a third-party beneficiary hereof. No other party is a beneficiary of this Contract.

Section 7.3. Severability.

In the event any provision of this Contract shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

Section 7.4. Amounts Remaining in Funds.

Any amounts remaining in any funds created under the Resolution upon expiration or earlier termination of the Contract, as provided in this Contract, after payment in full of the Bond (or provision for payment thereof having been made in accordance with the provisions of the Resolution) and all other amounts owing hereunder, shall belong to and be paid to the City.

Section 7.5. Amendments, Changes and Modifications.

This Contract may not be effectively amended, changed, modified, altered or terminated except as provided in the Resolution.

Section 7.6. Execution in Counterparts.

This Contract may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

Section 7.7. Applicable Law.

This Contract shall be governed by and construed in accordance with the laws of the State of Georgia.

Section 7.8. Captions.

The captions and headings in this Contract are for convenience only and in no way define, limit or describe the scope or intent of any provisions or Sections of this Contract.

Section 7.9. No Personal Recourse.

No personal recourse shall be had for any claim based on this Contract against any member, officer or employee of the Agency or the City in his or her individual capacity.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed in their corporate names by duly authorized officers and have caused their seals to be impressed hereon, all as of the date first above written.

URBAN REDEVELOPMENT AGENCY OF THE
CITY OF HOLLY SPRINGS, GEORGIA

(SEAL)

By: _____
Chairman

Attest:

By: _____
Secretary

(Intergovernmental Contract)

CITY OF HOLLY SPRINGS, GEORGIA

(SEAL)

By: _____
Steven W. Miller, Mayor

Attest:

By: _____
Karen Norred, City Clerk

(Intergovernmental Contract)

CITY CLERK'S CERTIFICATE

The undersigned Clerk to the Council of the City of Holly Springs (the "City Council") DOES HEREBY CERTIFY that the foregoing pages of typewritten matter constitute a true and correct copy of a resolution adopted on July 15, 2019 by the City Council in a meeting duly called and assembled and at which a quorum was present and acting throughout, and that the original of the foregoing resolution appears of public record in the Minute Book of the City Council, which is in my custody and control.

GIVEN under my hand and the seal of the City, this 15th day of July, 2019.

(SEAL)

Karen Norred, City Clerk



April 4, 2019

Rob Logan
City of Holly Springs
Urban Redevelopment Agency of the City of Holly Springs
3237 Holly Springs Parkway
Holly Springs, GA 30115

Dear Rob,

South State Bank (hereinafter, the "Bank") is pleased to commit to you the following credit facility (hereinafter the "Loan"), subject to the following terms and conditions.

Borrower: Urban Redevelopment Agency of the City of Holly Springs
("Borrower")

Type: A Bank Qualified, Tax Exempt, Term Loan

Purpose: Proceeds will be used for the financing of infrastructure needs.

Loan Amount: The principal amount of the loan will not exceed five million & no/100 dollars (\$5,000,000)

Interest Rate, Fee, and Repayment Terms

- A fixed rate of 3.10% based on a bank qualified tax exempt rate subject to the opinion of the bank's attorney.

Interest calculations will be based on the actual number of days outstanding and a 360-day year. The loan will have an 18 month draw period. The loan will be payable in semi-annual payments of principal and interest on August 14 and February 14 of each year. The loan will mature in August 2029, at which time all unpaid interest, principal, and fees will be due and payable. See amortization schedule below.

2. Inform Bank immediately of any material adverse change in financial condition of the City of Holly Springs, and furnish to Bank whatever information on the City of Holly Springs' financial condition that Bank may reasonably require.

Prepayment: No pre-payment penalty.

Assignability: Borrower cannot assign this commitment without Bank's prior written approval, nor shall any third party rely hereon or be deemed a party beneficial hereby.

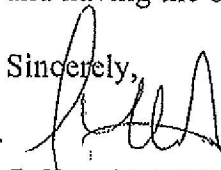
Material Adverse Change: This commitment is conditioned upon there having occurred no material adverse change in the business, assets, liabilities, financial condition, results of operations, or business prospects of the Borrower, guarantor, collateral, or upon the ability of the Borrower to perform its material obligations arising under the Loan and any loan documents.

Closing Requirements: Closing requirements for a loan of this nature will apply, to be determined by Bank and its counsel, and can be furnished to you or your attorney upon acceptance of this commitment. Borrower will pay all fees and expenses of Bank in connection with the Loan. In connection with the closing, Borrower's counsel may be asked to provide an opinion letter to Bank as to the validity and enforceability of the Loan documents and such other matters as Bank may reasonably require. **Bank will require appropriate bond validation and opinion letter confirming this debt as "Bank Qualified" to be eligible for the rate quoted above.**

You may indicate your acceptance of the terms and conditions offered by signing below and returning the original copy of this letter to Bank. If not accepted by July 30, 2019, and if a resulting loan is not closed by August 15, 2019, then this commitment will expire and neither Bank nor Borrower will be obligated hereunder.

It is a pleasure to extend this financing offer. We look forward to hearing from you and having the opportunity to provide the City of Holly Springs financial services.

Sincerely,



Jeffery R. Mitchell
Senior Vice President

This commitment is agreed to and accepted this _____ day of July 2019.

Urban Redevelopment Agency of the City of Holly Springs

By _____

Its _____

City of Holly Springs

By _____

Its _____

	Date	Days In Period	Interest Due	Principal Due	Ending Principal Balance	Payment Amount	Balloon
	August 14, 2019				\$ 5,000,000.00		
1	February 14, 2020	184.00	\$ 79,222.22		\$ 5,000,000.00	\$ 79,222.22	\$ 5,079,222.22
2	August 14, 2020	182.00	\$ 78,361.11		\$ 5,000,000.00	\$ 78,361.11	\$ 5,078,361.11
3	February 14, 2021	184.00	\$ 79,222.22	\$ 277,777.77	\$ 4,722,222.23	\$ 356,999.99	\$ 5,079,222.22
4	August 14, 2021	181.00	\$ 73,601.08	\$ 277,777.77	\$ 4,444,444.46	\$ 351,378.85	\$ 4,795,823.31
5	February 14, 2022	184.00	\$ 70,419.75	\$ 277,777.77	\$ 4,166,666.69	\$ 348,197.52	\$ 4,514,864.21
6	August 14, 2022	181.00	\$ 64,942.13	\$ 277,777.77	\$ 3,888,888.92	\$ 342,719.90	\$ 4,231,608.82
7	February 14, 2023	184.00	\$ 61,617.28	\$ 277,777.77	\$ 3,611,111.15	\$ 339,395.05	\$ 3,950,506.20
8	August 14, 2023	181.00	\$ 56,283.18	\$ 277,777.77	\$ 3,333,333.38	\$ 334,060.95	\$ 3,667,394.33
9	February 14, 2024	184.00	\$ 52,814.82	\$ 277,777.77	\$ 3,055,555.61	\$ 330,592.59	\$ 3,386,148.20
10	August 14, 2024	182.00	\$ 47,887.35	\$ 277,777.77	\$ 2,777,777.84	\$ 325,665.12	\$ 3,103,442.96
11	February 14, 2025	184.00	\$ 44,012.35	\$ 277,777.77	\$ 2,500,000.07	\$ 321,790.12	\$ 2,821,790.19
12	August 14, 2025	181.00	\$ 38,965.28	\$ 277,777.77	\$ 2,222,222.30	\$ 316,743.05	\$ 2,538,965.35
13	February 14, 2026	184.00	\$ 35,209.88	\$ 277,777.77	\$ 1,944,444.53	\$ 312,987.65	\$ 2,257,432.18
14	August 14, 2026	181.00	\$ 30,306.33	\$ 277,777.77	\$ 1,666,666.76	\$ 308,084.10	\$ 1,974,750.86
15	February 14, 2027	184.00	\$ 26,407.41	\$ 277,777.77	\$ 1,388,888.99	\$ 304,185.18	\$ 1,693,074.17
16	August 14, 2027	181.00	\$ 21,647.38	\$ 277,777.77	\$ 1,111,111.22	\$ 299,425.15	\$ 1,410,536.37
17	February 14, 2028	184.00	\$ 17,604.94	\$ 277,777.77	\$ 833,333.45	\$ 295,382.71	\$ 1,128,716.16
18	August 14, 2028	182.00	\$ 13,060.19	\$ 277,777.77	\$ 555,555.68	\$ 290,837.96	\$ 846,393.64
19	February 14, 2029	184.00	\$ 8,802.47	\$ 277,777.77	\$ 277,777.91	\$ 286,580.24	\$ 564,358.15
20	August 14, 2029	181.00	\$ 4,329.48	\$ 277,777.91	\$ 0.00	\$ 282,107.39	\$ 282,107.39

Invoice



Date: 07/03/2019
Invoice No.: 10663
Due Date: 07/04/2019

Earthscapes Products Inc.

1938 Canton Hwy
Cumming Ga, 30040
Phone: (770) 781-8770
Fax: (770) 781-8771
Cell: (770) 318-8749
Email: Earthscapesproducts@yahoo.com

Bill To:

Nelson - Meridian brick - stone
crest homes
95 Palm st.
Holly Springs, GA

Ship To:

95 Palm st.
Holly Springs, GA

Qty	Description	Unit Price	Total
1	Demo brick from left, back, and right side of the building, clean them up as much as possible for reuse and palletize them at 500 bricks per pallet - \$1.30 per brick		

Total \$0.00

Please contact us for more information about payment options.

All Invoices Are Due At The Time They Are Recieved.

Approved: Mayor Steven W. Miller

Date



Knowledge Moves
Mountains

Sequoyah Regional Library System

CHEROKEE • GILMER • PICKENS COUNTIES

116 Brown Industrial Parkway
Canton, Georgia 30114

Anita D. Summers
Director
770/479-3090
FAX 770-479-3069

June 27, 2019

Mayor Steven W. Miller
City of Holly Springs
P. O. Box 990
Holly Springs, GA 30142

Dear Mayor Miller and Council Members:

The Cherokee County Library Board of Trustees sincerely appreciates the interest, support, and cooperation that you have given us during the past year.

The Board would like to recommend the re-appointment of Bonny Spears to serve on the Cherokee County Public Library Board for the term of July 1, 2019 to June 30, 2022.

A State regulation requires that the appointee must be notified in writing of his/her selection and that he/she must accept the appointment in writing. A copy of both the appointment and acceptance letters should be sent to the Sequoyah Regional Library headquarters in Canton to be kept on file for the State to inspect on demand. Thank you for your efforts in the interest of our library system. We look forward to receiving notification of your appointment by July 1, 2019.

Sincerely,

Tom Hill, Secretary
Cherokee County Public Library Board of Trustees

Mailing Address:

Bonny Spears, 630 Fawn Ridge, Canton, GA 30115

**A RESOLUTION OF THE CITY OF HOLLY SPRINGS
MAYOR AND COUNCIL TO APPOINT A MEMBER TO THE
CHEROKEE COUNTY LIBRARY BOARD OF TRUSTEES; AND FOR OTHER
PURPOSES**

WHEREAS, the Sequoyah Regional Library System is overseen by the Regional Library Board of Trustees that is composed of nine members from the local county boards; and

WHEREAS, the Cherokee County Board of Trustees was established for the purpose of overseeing the general operations and functions of the libraries throughout the county; and

WHEREAS, the City Council approved Resolution 2013-14 pledging an annual contribution to the Sequoyah Regional Library System, in the amount of \$4,000 per year beginning in January of Fiscal Year 2014; and

WHEREAS, by becoming an annual funding agency, the City of Holly Springs may appoint a representative to the Cherokee County Library Board of Trustees; and

WHEREAS, the term of the appointment shall be for three (3) years; and

WHEREAS, the Cherokee County Library Board of Trustees meet four times a year – January, April, August, and October; and

WHEREAS, the following individual has agreed to be appointed to the Cherokee County Library Board of Trustees:

Member	Board/Commission	Term Expiration
Bonny Spears	Cherokee County Library Board of Trustees	6/30/2022

WHEREAS, the term of member Bonny Spears is designated three (3) years; and

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Council that City of Holly Springs appoint the aforementioned Cherokee County Library Board of Trustee member.

SO RESOLVED THIS 15th DAY OF July 2019.

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

City of Holly Springs
City Council Work Session Meeting Minutes
June 3, 2019

Elected Officials Present: Mayor Steven W. Miller, Councilwoman Karen Barnett, Councilwoman Dee Phillips, Councilman Jeremy Smith, and Councilman Kyle Whitaker.

Elected Officials Absent: Mayor Pro Tem Michael Roy Zenchuk II

Staff Present: City Attorney Robert M. Dyer, City Manager Robert H. Logan, City Clerk Karen Norred, Chief Michael Carswell, Community Development Director Nancy Moon, and Information Technology Manager Ron Carter.

Mayor Miller called the Work Session to order.

Mayor Miller led the Pledge of Allegiance. Councilman Smith gave the invocation.

Public Comments:

No public comments.

No action taken.

Councilmember Phillips made a motion to enter into Executive Session for the purposes of litigation, personnel, and real estate. Councilmember Barnett seconded the motion. Motion carried 4-0.

Councilmember Phillips made a motion to return from Executive Session. Councilmember Barnett seconded the motion. Motion carried 4-0.

Councilmember Phillips moved to adjourn. Councilmember Whitaker seconded the motion. Motion carried 4-0.

Meeting adjourned.

City of Holly Springs
Special Called City Council Meeting Minutes
June 3, 2019

Elected Officials Present: Mayor Steven W. Miller, Councilwoman Karen Barnett, Councilwoman Dee Phillips, Councilman Jeremy Smith, and Councilman Kyle Whitaker.

Elected Officials Absent: Mayor Pro Tem Michael Roy Zenchuk II

Staff Present: City Attorney Robert M. Dyer, City Manager Robert H. Logan, City Clerk Karen Norred, Chief Michael Carswell, Community Development Director Nancy Moon, and Information Technology Manager Ron Carter.

Mayor Miller called the City Council meeting to order.

Unfinished Business

Councilmember Smith moved to approve MA-09-2018, request to rezone 18 +/- acres located off of Holly Springs Parkway, Holly Springs, GA, tax parcels 069, 070, 071, 071A, 071B, 071C, 072, 075 of tax plat 15N15 from GC, MXD, General Commercial with Mixed Use Overlay to GC, MXD, General Commercial with Mixed Use Overlay, with staff stipulations, and including an amendment to stipulation E, where the main entrance to the property shall be aligned with the northernmost entrance to Home Depot on Holly Springs Parkway. Site plan for commercial/retail areas shall provide connectivity to adjacent property to south of the subject property and stipulation F where access to the property from E. Rope Mill Road shall be gated and shall be full access. Councilmember Phillips seconded the motion. Motion carried 4-0.

New Business

Councilmember Whitaker moved to approve the Request for Bids for the Harmony Lake Drive Pedestrian Bridge. Councilmember Phillips seconded the motion. Motion carried 4-0.

Councilmember Phillips moved to approve the 2019 AAA Traffic Safety Grant Application. Councilmember Barnett seconded the motion. Motion carried 4-0.

Councilmember Phillips moved to adjourn. Councilmember Barnett seconded the motion. Motion carried 4-0.

Meeting adjourned.

Respectfully Submitted.

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

City of Holly Springs
City Council Work Session Meeting Minutes
June 17, 2019

Elected Officials Present: Mayor Steven W. Miller, Councilwoman Dee Phillips, Councilman Jeremy Smith, Councilman Kyle Whitaker, and Councilman Michael Roy Zenchuk II.

Elected Officials Absent: Councilwoman Karen Barnett.

Staff Present: City Attorney Robert M. Dyer, City Manager Robert H. Logan, City Clerk Karen Norred, Chief Michael Carswell, Community Development Director Nancy Moon, Information Technology Manager Ron Carter, Lieutenant Greg Clyburn, Lieutenant Steve Cohen, Sergeant Jamie Wilson, Sergeant Nathan Ernst, Officer Ray Beasley, Officer Marquavius Brownlee, and Officer Travis Wood.

Mayor Miller called the Work Session to order.

Public Comments:

No public comments.

No action taken.

Councilwoman Phillips moved to adjourn. Councilman Zenchuk seconded the motion. Motion carried 4-0.

Meeting adjourned.

City of Holly Springs
City Council Business Meeting Minutes
June 17, 2019

Elected Officials Present: Mayor Steven W. Miller, Councilwoman Dee Phillips, Councilman Jeremy Smith, Councilman Kyle Whitaker, and Councilman Michael Roy Zenchuk II.

Elected Officials Absent: Councilwoman Karen Barnett.

Staff Present: City Attorney Robert M. Dyer, City Manager Robert H. Logan, City Clerk Karen Norred, Chief Michael Carswell, Community Development Director Nancy Moon, Information Technology Manager Ron Carter, Lieutenant Greg Clyburn, Lieutenant Steve Cohen, Sergeant Jamie Wilson, Sergeant Nathan Ernst, Officer Ray Beasley, Officer Marquavius Brownlee, and Officer Travis Wood.

Mayor Miller called the City Council meeting to order.

Mayor Miller led the Pledge of Allegiance. Councilman Smith gave the invocation.

Special Presentation

Mayor Miller and Chief Carswell recognized Sergeant Nathan Ernst's 10 years of service to the City of Holly Springs.

Councilman Zenchuk moved to amend the agenda to move the Executive Session from the end of the agenda to before the Consent Agenda. Councilman Whitaker seconded the motion. Motion carried 4-0.

Councilman Zenchuk moved to enter into Executive Session for the purposes of personnel, real estate, and litigation. Councilman Whitaker seconded. Motion carried 4-0.

Councilman Zenchuk moved to return from Executive Session. Councilwoman Phillips seconded the motion. Motion carried 4-0.

Consent Agenda

1. May 6, 2019 Council Meeting Minutes
2. May 20, 2019 Council Meeting Minutes
3. A-04-2019, request to annex 1.0 +/- acres located off of Old Magnolia Way, Cherokee County, GA, tax parcel 133 of tax plat 15N14D
4. MA-04-2019, request to rezone 1.0 +/- acres located off of Old Magnolia Way, Holly Springs, GA, tax parcel 133 of tax plat 15N14D, from R-40, Single Family Residential Estate (County) to RD-20, Single Family and Duplex (City), with staff stipulations
5. ORD-111-2019, amendment to the Code of the City of Holly Springs, Georgia, Chapter 18 – Building and Building Regulations, Article IV – Administration and Enforcement of State Minimum Standard Codes
6. 2019-2020 Georgia Classic Main Streets Program Memorandum of Understanding and authorize the City Manager, Robert H. Logan, to execute the agreement
7. National Main Street Center Local Program Accredited Member Sublicensing Agreement and authorize the City Manager, Robert H. Logan, to execute the agreement
8. Job description for Stormwater Coordinator/GIS Technician
9. Job description for Main Street Director/Assistant City Clerk

10. Estimate from Sherlock Roofing, LLC for the Train Depot

Councilman Zenchuk moved to approve the Consent Agenda for June 17, 2019. Councilwoman Phillips seconded. Motion carried 4-0.

Unfinished Business

Councilman Zenchuk moved to approve the acquisition of a construction camera system for the Town Center Project. Councilman Whitaker seconded the motion. Motion carried 4-0.

New Business

Councilman Zenchuk moved to approve an amendment to the Code of the City of Holly Springs, Georgia, Chapter 46 – Social Hosts. Councilwoman Phillips seconded the motion. Motion carried 4-0. Councilman Zenchuk thanked Chief Carswell for his work on this ordinance.

Councilwoman Phillips moved to approve a proposal from Key Advisors and to authorize the City Manager, Robert H. Logan, to execute the documents. Councilman Zenchuk seconded the motion. Motion carried 4-0.

Councilman Zenchuk moved to approve the Service Delivery Strategy Extension among Cherokee County and the Cities of Ball Ground, Canton, Holly Springs, Mountain Park, Nelson, Waleska, and Woodstock and authorize Mayor Steven W. Miller to execute the extension by June 30, 2019, if the date of mediation is on or before August 15, 2019. Councilman Smith seconded the motion. Motion carried 4-0.

Councilwoman Phillips moved to approve the job description for Administrative Assistant, Administration Department. Councilman Zenchuk seconded the motion. Motion carried 4-0.

Councilwoman Phillips moved to approve the job description for Administrative Assistant, Community Development Department. Councilman Zenchuk seconded the motion. Motion carried 4-0.

Councilman Smith moved to approve a resolution to change polling locations for municipal elections. Councilwoman Phillips seconded the motion. Motion carried 4-0.

Councilman Zenchuk moved to approve a contract with Allgood Pest Solutions in an amount not to exceed \$2,596 for initial termite treatment with \$1,000 annual renewal after the first year. Councilwoman Phillips seconded the motion. Motion carried 4-0.

Councilman Zenchuk moved to approve a contract with Cook's Pest Control in an amount not to exceed \$4,275 for initial pest control with \$3,780 annual renewal after the first year. Councilwoman Phillips seconded the motion. Motion carried 4-0.

Reports

City Manager/Finance Director Robert H. Logan announced the May financial report is in the packet.

Chief Michael Carswell reminded everyone that the most common crime committed in the City is entering autos. Chief Carswell asked that everyone lock their vehicles and to not leave valuables in their vehicles.

Councilman Zenchuk moved to adjourn. Councilman Whitaker seconded the motion. Motion carried 4-0.

Meeting adjourned.

Respectfully Submitted.

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

DRAFT

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HOLLY SPRINGS, GEORGIA, IN SUPPORT OF THE CHEROKEE CHARTER BIRTHDAY CELEBRATION.

WHEREAS the City of Holly Springs, as one of Cherokee County's vital Patriotic Organizations, has been invited to support the community-wide effort in the launch of our Cherokee County Civic Reasoning Forum for the betterment of good government on the city, county, state and federal levels as adopted for promotion in GA Senate Resolution #529 for the purpose of defeating civic illiteracy; and

WHEREAS "The Cherokee County Civic Reasoning Forum" has been launched to encourage citizen participation for bringing honest, effective and responsive government to Cherokee County. While the ELECTION process always focuses on personalities, the DIRECTION process of self-government is critically essential to our Republican form of government. Constitutional Officers need innovative solutions and constructive direction from all citizens; and

WHEREAS concerned residents are involved in one or more of the SEVEN Patriotic Organizations that provide leadership by "WE THE PEOPLE", and encouraged to engage in greater citizen participation; and

WHEREAS the Seven Patriotic Organizations within every governmental entity are known as: "The Magnificent Seven" including: BUSINESS – GOVERNMENT – CHURCH – EDUCATION – MEDIA –LAW ENFORCEMENT – and SERVICE ORGANIZATIONS; and

NOW THEREFORE, BE IT RESOLVED that the City of Holly Springs joins together in support of "The Magnificent Seven" Patriotic Organizations within the county by inviting their respective members to participate in our Civic Reasoning Forum to promote our:

Cherokee County Charter Birthday Celebration
Signing Date of the United States Constitution - September 17th

Including the seven municipalities of Woodstock, Canton, Holly Springs, Waleska, Nelson, Mountain Park and Ball Ground, along with County of Cherokee, State of Georgia and United States of America, in preparation for and during our U.S. Constitution Founding Birthday Celebration.

Let's make Cherokee County a great place to live, work and play!

ADOPTED this 15th day of July 2019.

CITY OF HOLLY SPRINGS

Steven W. Miller, Mayor

Attest:

Karen Norred, City Clerk
(Seal)

State of Georgia

Department of Transportation

Regulations for Driveway and Encroachment Control



Regulations for Driveway and Encroachment Control

8/22/2018

Revision 4.1

Atlanta, Georgia 30308

State of Georgia
Department of Transportation
State Traffic Safety & Design Engineer

Wayne Shackelford Building
935 Confederate Avenue
Building 24
Atlanta, Georgia 30316

Copies of this document may be obtained by visiting or writing the Office of Traffic Safety and Design at the above address. The document can also be downloaded from the website below.

Visit our website at: <http://www.dot.ga.gov/>

**ORDER OF THE COMMISSIONER
DEPARTMENT OF TRANSPORTATION
STATE OF GEORGIA**

WHEREAS, the Department of Transportation has in the past adopted Regulations for Driveway and Encroachment Control on State Highways. Said Regulations are developed as guidelines for maximum protection to the public through the orderly control of traffic entering and leaving a part of the State Highway System. These Regulations are applicable to all roads under the jurisdiction of the Department of Transportation; and

WHEREAS, from time to time experience has dictated the wisdom of amendments to Regulations and the Department has from time to time adopted such amendments; and

WHEREAS, it now appears desirable that the said Regulation as amended and all amendments thereto, as well as other changes, be included in an updating thereof;

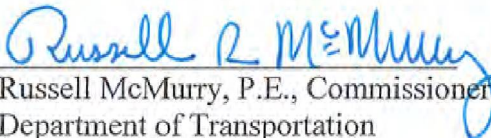
NOW, THEREFORE, by virtue of the authority contained in Code Section 32-6-133 of the Official Code of Georgia Annotated, be it ordered by the Commissioner to adopt and make effective this date "Regulations for Driveway and Encroachment Control", and the same is hereby adopted as embodying the full and complete Regulations for the purposes therein stated in lieu of previous documents for such purposes and all amendments thereof until this date.

BE IT FURTHER ORDERED, that the Commissioner shall be authorized to grant waivers in connection with the requirements of these Regulations when deemed necessary in the public interest.

Done at Atlanta, Georgia, this 31ST day of December, 2015.

APPROVED:

ATTEST:


Russell McMurry, P.E., Commissioner
Department of Transportation


Angela Whitworth, Treasurer



Revision History

Revision Number	Revision Date	Revision Summary
1.0	6/1/04	All Chapters - Editorial
2.0	12/01/04	All Chapters - Editorial
2.1	1/21/05	Chapter 7 - Referenced TOPPS
2.2	12/20/05	Chapter 7 – Referenced TOPPS and billboard policy revisions
2.3	10/06/06	Chapters 2, 3, and 4 – Revisions New appendix E Revised appendix F
2.4	3/18/09	Chapters 2, 3, 4, 6, 7 and 8 – Revisions New figures 2-1, 3-1.2, 4-12
3.0	10/09/09	General Revisions and Updates Policies and Procedures Referenced Revised Charts and Figures (Chapters 1, 2, 3, 4, 5 & 7)
4.0	3/15/16	Updated manual to new standard template. Policies updated throughout entire manual
4.1	8/22/18	Updated GDOT logo throughout

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List of Effective Chapters

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Table of Contents

Revision History	i
List of Effective Chapters	iii
Table of Contents.....	v
Chapter 1. Introduction - Contents	1-i
1.1 Purpose	1-1
1.2 Background.....	1-1
1.3 Authority	1-1
1.4 When Permits Are Required	1-1
1.5 Definitions.....	1-2
Chapter 2. Permit Procedures - Contents.....	2-i
2.1 Application	2-1
2.1.1 Applicant Qualifications.....	2-1
2.1.2 Permit Forms	2-1
2.1.3 Preliminary / Conceptual Site Plan.....	2-2
2.2 Performance Bonds	2-2
2.3 Plan Requirements	2-3
2.3.1 Plan Checklist.....	2-4
2.4 Traffic Impact Studies	2-7
2.5 Permit Procedures	2-7
2.5.1 Department Approval.....	2-9
2.5.1.1 A Median Crossover Approval	2-9
2.5.2 Traffic Signal Permits.....	2-10
2.5.3 Roundabouts	2-10
2.6 Conditions Placed On Permits	2-10
2.6.1 General Restrictions	2-11
2.6.2 Liability and Responsibility of Applicant.....	2-12
2.6.3 Ownership of Completed Work	2-12
Chapter 3. Spacing of Driveways - Contents.....	3-i
3.1 Spacing of Driveways	3-1
3.1.1 Spacing of One-Way Driveways.....	3-1
3.1.2 Placement of Driveways	3-3
3.1.3 Placement of Interior Driveways.....	3-3
3.2 Driveway Alignment	3-4
3.3 Spacing of Median Crossovers	3-6
3.4 Spacing of Signalized Intersections	3-7

3.5	Sight Distance-without medians	3-7
Chapter 4. Design Criteria - Contents		4-i
4.1	Design for Trucks	4-1
4.2	Driveway Width	4-1
4.3	Corner RADII	4-2
4.4	Left Turning Control RADII	4-2
4.5	Median Crossover Design	4-3
4.5.1	Type A Median Crossover	4-3
4.5.2	Type B Median Crossover	4-3
4.5.3	Type C Median Crossover	4-3
4.6	Horizontal Alignment	4-5
4.6.1	Angle of Intersection	4-5
4.6.2	Alignment of Approach and Departure Lanes	4-5
4.7	Driveway Tie-In Configurations	4-6
4.7.1	Driveway Connections to Urban Sections	4-6
4.7.2	Driveway Connections to Rural Sections	4-8
4.8	Driveway Grades	4-11
4.9	Auxiliary Turn Lanes	4-12
4.9.1	When Deceleration Lanes Are Required	4-12
4.9.1.1	Minimum Requirements for Right Turn Deceleration Lanes	4-12
4.9.1.2	Minimum Requirements for Left Turn Lanes	4-13
4.9.2	Right Turn Lane Lengths	4-14
4.9.3	Acceleration Lanes	4-15
4.9.4	Left Turn Lane Design	4-15
4.9.5	Dual Left Turn Lanes	4-17
4.10	Raised Islands	4-19
4.10.1	Right-In / Right-Out Driveways	4-19
4.11	Pedestrian Considerations	4-22
4.12	Pavement Design	4-22
4.13	Clear Zone Requirements	4-24
4.14	Right of Way Requirements	4-26
Chapter 5. Signing and Marking - Contents		5-i
5.1	Signing	5-1
5.2	Pavement Marking	5-2
Chapter 6. Drainage Design - Contents		6-i
6.1	Hydrology Reports	6-1
6.1.1	Drainage Areas	6-2

6.1.2	Runoff Determination	6-2
6.2	Drainage Design	6-2
6.2.1	On-Site Detention Systems	6-2
6.2.2	Driveway Drainage.....	6-2
6.2.3	Discharge into State Highway System	6-3
6.2.4	Miscellaneous Design Requirements	6-3
Chapter 7. Special Encroachments - Contents.....		7-i
7.1	Purpose	7-1
7.2	Scope	7-1
7.3	Allowable Encroachment Activities.....	7-1
7.3.1	Replacement of Limits of Access (L/A) Fence	7-2
7.3.2	Grading / Excavating.....	7-2
7.3.3	Aesthetics, Landscaping, Roadside Development and Maintenance	7-3
7.3.4	Groundwater Monitoring Wells	7-3
7.3.5	Film Production Activities	7-3
7.3.6	Race and Run Activities	7-4
7.3.7	Other Miscellaneous Activities	7-5
7.4	Grading and Landscape Permit Considerations	7-5
7.4.1	Mitigation	7-7
7.5	Special Encroachment Permit Procedures	7-7
7.5.1	Preliminary Plan Submittal	7-7
7.5.2	Initial GDOT Review Responsibilities	7-8
7.5.3	General Office Review & Approval for Encroachment Permits on Limited Access & Interstate R/W	7-9
7.5.4	Appeals.....	7-9
7.5.5	Conditions of Permit.....	7-10
7.6	Plan Requirements for Special Encroachments	7-10
7.7	Inspection and Acceptance of Work.....	7-12
Chapter 8. Residential Driveways - Contents		8-i
8.1	Side Drain Pipes	8-3
8.2	Utility Driveways	8-3
8.3	Farm Use, Logging & Mining Driveways	8-3
Chapter 9. Mailboxes - Contents		9-i
9.1	Purpose	9-1
9.2	Acceptable Standards for Residential Mailboxes	9-1
9.3	Policy	9-1
Chapter 10. School Driveways - Contents.....		10-i

10.1	Concept Review	10-1
10.2	Driveway Permit and Site Design	10-1
10.2.1	Driveways	10-2
10.2.2	Driveway Spacing	10-2
10.2.3	Driveway Location and Design	10-2
10.2.4	Internal Design	10-2
10.2.5	Site Recommendations	10-3
10.3	School Speed Zones and Flashing Speed Limit Assemblies	10-3
10.4	Proposed Traffic Signals	10-3
	Appendix A. Contact Information	A-1
	Appendix B. Permit Applications	B-1
	Appendix C. Impact Study Certification	C-1
	Appendix D. Permit Related Documents	D-1
	Appendix E. Waiver Form	E-1
	Appendix F. Movie Production Documents	F-1

Chapter 1. Introduction - Contents

Chapter 1. Introduction - Contents	1-i
1.1 Purpose	1-1
1.2 Background.....	1-1
1.3 Authority	1-1
1.4 When Permits Are Required	1-1
1.5 Definitions	1-2

Chapter 1. Introduction

1.1 Purpose

The purpose of the driveway permit process is to manage access on the State Highway System. Access regulations are necessary in order to preserve the functional integrity of the State Highway System and to promote the safe and efficient movement of people and goods.

This document is intended to clearly define the process of constructing a legal driveway or other work within the State Highway rights-of-way.

1.2 Background

The safety and efficiency of the State Highway System are affected by the amount and character of intersecting streets and driveways. While it is recognized that property owners have certain rights of access, the public also has the right to travel on the road system with relative safety and freedom from interference.

The Georgia Department of Transportation is interested in balancing the often conflicting interests of property owners with those of the general public. As the number of driveways continues to increase, the Department has recognized the need to develop a comprehensive set of regulations that is equitable and clearly defined.

In the process of developing these regulations, a survey of the practices of other States was conducted. The resulting regulations are consistent with guidance published by the American Association of Highway and Transportation Officials ([AASHTO](#)), the Federal Highway Administration ([FHWA](#)), and the Institute of Transportation Engineers ([ITE](#)).

1.3 Authority

The regulations and procedures described in this document are established pursuant to Georgia Code §32-6-51 and §32-6-133.

1.4 When Permits Are Required

A permit is required prior to performing any construction work or non-routine maintenance within the State Highway Right-of-Way. This includes but is not limited to the following: grading, landscaping, drainage work, temporary access to undeveloped land for logging operations, or the construction of a development. Any revisions to any portion of existing driveways, i.e. widening, for existing driveways only, and/or relocation that are within the State Highway Right-of-Way shall also require a permit. If any significant change in land use is requested, the department has the right to refer to the redesign of the commercial driveways.

In addition to being unlawful, performing the above-described work within the State Highway-Right-Way without a permit, shall entitle the Department to barricade, displace, or otherwise close such driveway and to collect the costs therefore from the violator as provided for in Georgia Code §32-6-134.

Any commercial driveway constructed prior to July 1, 1973, and adjudged by the Department to be unsafe for the traveling public or in violation of Department regulations promulgated pursuant to

Code §32-6-133 may be changed or caused to be changed by the Department so as to eliminate any unsafe features; or it may be closed or displaced by substitution of another driveway at such a place or of such design as may be deemed safe. Liability for the expense of such change or substitution will be determined in accordance with Georgia Code §32-6-134.

1.5 Definitions

The following terms, as used in this document, shall have the following meanings unless the context thereof indicates to the contrary.

AASHTO

([American Association of State Highway and Transportation Officials](#)), which publishes documents in this manual, including *A Policy on Geometric Design* (Green Book).

Acceleration Lane

A speed-change lane, including tapered areas, for the purpose of enabling a vehicle entering the roadway to increase its speed to a rate at which it can more safely merge with through traffic. Also called an "accel lane."

Access

Entrance to or exit from land adjacent to a public road.

ADT

Average Daily Traffic – The total volume during a given time period (in whole days), greater than one day and less than a year, divided by the number of days in that time period.

Angle of Two-way Driveway

The angle of deflection measured from the centerline of the nearest travel lane to the centerline of the driveway. An angle of 90 degrees is desirable.

Applicant

The person or organization that has applied for a permit.

Categorical Exclusion (C.E.) – Refer to Programmatic Categorical Exclusion

Central Business District

An area characterized by considerable commercial and retail businesses, banks, and churches, with sidewalks and concentrated pedestrian activity, curb and gutter, speed limits 35 MPH and below, and sometimes on-street parking.

Clear Zone

The roadside recovery area should remain free of hazards such as steep embankments, trees, poles, etc. Studies have indicated that on high-speed highways, over 45 mph, a width of 30' or more from the edge of the traveled way permits about 80 percent of the vehicles leaving a roadway out of control to recover safely. For determining clear zones for commercial driveways, use Table 4-10. Use the posted speed limit and the latest available traffic count data (ADT) to enter the table and use the higher distance for "Fill Slopes" 5:1 to 4:1.

Commercial Driveway

Any private entrance, exit, ramp, tunnel, bridge, side road or other vehicular passageway to any property used for commercial purposes, 20' or larger (one way), or 24' or larger (two way), except a farm or dwelling house not exceeding a four-family capacity, and leading to or from any public road on the State highway system. (Code 1933, Section 95A-942, enacted by Ga. Law 1973, page 947, section 1.)

Conceptual Review

A preliminary review of a site or proposed development for initial comment and discussion on access location and design considerations.

Controlled Access

A highway where pedestrians or animals are prevented from entering the roadway with fencing.

Deceleration Lane

A speed-change lane, including tapered areas, for the purpose of enabling a vehicle that is making an exit turn from a roadway to slow to a safe turning speed after it has left the mainstream of faster-moving traffic. Also called a "decel lane"; it denotes a right turn lane or a left turn lane into a development.

Daylighting

The process of the removal of vegetation from the right of way to provide visibility for an adjacent business or outdoor advertising sign without a permit or benefit to the Department. Daylighting is not allowed. The unmanaged woods beyond the clear zone provide valuable buffering, stormwater treatment, and soil stability. Disturbance of the unmanaged woods by clearing underbrush, unless it is invasive plant material, is not a benefit to the Department.

Department or DOT

The Georgia Department of Transportation (GDOT).

Design Policies

The proper design of driveways involves a number of design elements. Due to the complexity of the interaction between these design elements, exact design criteria cannot be specified for every possible situation. Therefore, design guidelines are included to assist the designer.

Driveway Width

The narrowest width of a driveway measured perpendicular to centerline of the driveway, from edge of pavement to edge of pavement or edge of gutter to edge of gutter.

Easement Limited Agreement (ELA)

A legal document that details the conditions of a utility's rights.

Encroachment

The use of state rights-of-way by anyone other than Department personnel or authorized agents for any specific purpose other than that generally intended.

Engineer

The Chief Engineer of the Department unless otherwise identified.

FHWA

[Federal Highway Administration.](#)

Interior Drive

A driveway that is located inside an existing or proposed development which is placed beyond the intersecting driveway that connects to the state highway.

Interparcel Access

A roadway or series of connecting roads within a property providing access to interior lot frontage or other properties not connected to a public road or state route.

Island

A device used to separate or direct traffic in order to facilitate the safe and orderly movement of vehicles. An island may be a raised area that provides a physical barrier to channel traffic movements or a painted area.

ITE

[Institute of Transportation Engineers](#)

Limited Access

A highway where access driveways or roads are not allowed.

Median Crossover

An opening constructed in the median strip of a divided highway designed to allow traffic movements to cross from one side of the highway to the other. In some cases, the Traffic Engineer may require the design to be such that some movements are physically prohibited.

Milepost

DOT mileposts are the small green and white signs located along state routes numbered in sequence, approximately one mile apart, usually running from south to north or from west to east. All proposed developments are referenced to the nearest milepost at one-tenth mile increments.

Mitigation

The partial reduction of the loss of green space by replanting, ground restoration and stabilization, fees for the appraised value of removed vegetation that cannot be replaced, and punitive fess for unauthorized removal of vegetation from the disturbed area. Removal of vegetation within buffers of state waters is not allowed.

M.U.T.C.D.

[The Manual on Uniform Traffic Control Devices](#). (Current Edition)

Non-commercial Driveway

A driveway serving a school, government building, church, hospital or other non-commercial organization inviting public use. Design guidelines relating to commercial driveways will be applicable to driveways serving these land uses.

Permit

A legal document issued by the Department authorizing an applicant to do specific work on state rights-of-way.

Permit Inspector

A technician assigned to a DOT Area Office, with the responsibility of working with the applicant or the applicant's contractor while actual construction is ongoing to ensure construction is in compliance with the Department's policies, regulations, and standards as stated on the approved permit plans. The permit inspector will notify the Permit Engineer when the applicant and the Area Engineer determine that the work is acceptable.

Programmatic Categorical Exclusion (PCE)

An environmental document required by the Federal Highway Administration on any permits that will not induce any significant impacts to planned growth, land use, natural, cultural, recreational, or historical sites. This document will also be required for areas that will not involve significant air, noise, or water quality.

Residential Driveway

Any private passageway to any property used for dwelling purposes. However, if a driveway provides access for more than four dwelling units, it shall be considered a commercial driveway.

Any private access connecting property zoned and used for a residential dwelling. Residential driveways may connect to a public street, roadway, or state route. These driveways may vary from 14 feet to a maximum of 20 feet for two way residential traffic. Driveways providing access to more than four dwelling lots shall be considered commercial access and must comply with commercial design requirements.

Roadway

The portion of a highway, including shoulders, for vehicle use.

Right-of-Way (R/W)

All land under the jurisdiction of, and whose use is controlled by the Department.

Right-of-Way Line

A line that defines the limits of the R/W of a public road as it relates to adjacent property.

Right-of-Way Miter

A right-of-way line at an intersection, which is parallel to neither road but forms a triangle with extensions of the R/W lines of the adjacent sides of the intersecting roads. The purpose of the R/W miter is to provide improved visibility for vehicles approaching the intersection by enabling the Department to eliminate visual obstructions or provide room for a traffic signal support pole or guy wire. A driveway should never be allowed along the R/W miter.

Roadside Design Guide

AASHTO [Roadside Design Guide](#)

Rural Conditions

This document defines access and spacing criteria separately for urban and rural conditions. Rural conditions typically refer to roadways that have shoulders, posted speed limits over 45 MPH, and lower land use density.

Sight Distance

As used in this document, sight distance refers to intersection sight distance, which is the distance that can be seen along the main roadway by the driver of a vehicle on the driveway. The distance is measured based on an eye height of 3.5' and an object height of 3.5'. Sight Distance should be determined to provide adequate time for an entering vehicle to accelerate to within 10 mph of posted speed limit, prior to being overtaken by approaching vehicles. (Refer to AASHTO, Green book)

Stopping Sight Distance

The sum of two distances: the distance traversed by the vehicle from the instant the driver sights an object necessitating a stop to the instant the brakes are applied and the distance required to stop the vehicle from the instant brake application begins. (A Policy on Geometric Design of Highways and Streets, {"AASHTO Green Book"}, 2011, 3.2.2) Stopping sight distance is measured based on an eye height of 3.5' and an object height of 3.5' (AASHTO Green Book, 2011, 3.2.6.), or calculated based on future conditions.

Traffic Engineer

An engineer whose primary responsibility is to assist applicants with permit applications, plan review and to ensure compliance with the Department's regulations.

Traveled Way

The portion of the roadway for the movement of vehicles, exclusive of shoulders and auxiliary lanes.

Urban Conditions

This document defines access and spacing criteria separately for urban and rural conditions. Urban conditions typically refer to roadways that have curb & gutter, sidewalks, posted speed limits 45 MPH or below and higher land use density.

Utility

All privately, publicly or cooperatively owned water distribution and sanitary sewer facilities and systems for producing, transmitting or distributing communication, cable television, power, electricity, light, heat, gas, oil, crude products, steam, waste and storm water not connected with highway drainage, including river gages, fire and police signals, traffic control devices, and street lighting systems, which directly or indirectly serve the public or any part thereof. The term “utility” may also be used to refer to the owner of any above described utility or utility facility.

Utility Driveways

Drive for access to utility sites such as water tanks, water meters, sewer lift stations, telephone service cabinets, power substations or gas regulator sites.

Utility Facility

The term “utility facility” shall include but is not limited to, any and all poles, wires, guys, anchors, buried cable, conduit, pedestals, pipe lines, hydrants, valve boxes, manholes, casings, river gages and related fixtures authorized in the permit or agreement.

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Chapter 2. Permit Procedures - Contents

Chapter 2. Permit Procedures - Contents.....	2-i
2.1 Application	2-1
2.1.1 Applicant Qualifications.....	2-1
2.1.2 Permit Forms	2-1
2.1.3 Preliminary / Conceptual Site Plan.....	2-2
2.2 Performance Bonds	2-2
2.3 Plan Requirements	2-3
2.3.1 Plan Checklist.....	2-4
2.4 Traffic Impact Studies	2-7
2.5 Permit Procedures	2-7
2.5.1 Department Approval.....	2-9
2.5.1.1 A Median Crossover Approval	2-9
2.5.2 Traffic Signal Permits.....	2-10
2.5.3 Roundabouts	2-10
2.6 Conditions Placed On Permits	2-10
2.6.1 General Restrictions	2-11
2.6.2 Liability and Responsibility of Applicant.....	2-12
2.6.3 Ownership of Completed Work	2-12

Chapter 2. Permit Procedures

2.1 Application

Application, to perform any construction or non-routine maintenance work within State Highway Right-of-Way (R/W), must be made at the appropriate office in the District where the site is located. For commercial driveways, application is made to the District Traffic Operations Office at the District Office. The District Traffic Operations Office is the central point of contact. Application for residential driveways and temporary use driveways are made at the District Area Office. See Appendix A for a list of the District Offices and contact information. An applicant may also apply for a commercial or special encroachment permit application by the department's electronic website AMPS/ [Access Management Permitting System](#).

2.1.1 Applicant Qualifications

Application for a permit under these regulations will be accepted only from the property owner, lessor or an official representing the company, organization or group which owns or leases the property abutting the R/W and upon which the driveway or other permit work will be constructed. In the event the applicant leases the property to be served by the driveway, the lease should be for a period of at least three (3) years; otherwise the permit must be issued to the property owner. In any case, written acknowledgement of the permit work must be obtained from the owner or his agent.

In cases where a site with multiple owners is being developed by a single entity under a development agreement, the developer may apply for the permit. A copy of the development agreement between the developer and all affected property owners must be included with the application. The agreement must give responsibility for developing all affected driveways to the entity that is making application.

When application is made by an agent of the owner or if the owner is a partnership or corporation, written authorization allowing the agent to act on behalf of the owner must be provided by the applicant.

2.1.2 Permit Forms

Application for the various permits must be made on the appropriate form:

- DOT 7410 - SPECIAL ENCHROACHMENTS,
- DOT 7410 A –SPECIAL ENCROACHMENT FOR LIMITED LANDSCAPING
- DOT 7412 - DRIVEWAY PERMIT,
- DOT 7414 - TEMPORARY CONDITION.
- DOT 8413A - UTILITY ENCROACHMENTS

Only original forms may be used. Residential driveway applications can be obtained from the appropriate Area Office. All other permit forms will be provided to the applicant after plans are submitted to the Traffic Operations Manager. Permit forms consist of multiple copies; each of which must be signed in ink by the applicant and the witness.

Special encroachments are generally improvements required to accommodate a development that must be made within the right-of-way. An example would be additional lanes added to an existing intersection.

Temporary Condition Permits are typically driveways constructed to perform logging operations or other short duration activity such as construction entrances.

The applicant is asked to complete the “Permit Application Information Sheet” and submit the form along with the first submittal of the plans for review. A copy of the Information Sheet is contained in Appendix B.

Utility Encroachments Permits are generally required of utility companies to install, relocate, or adjust utilities within the right of way. The applicant is required to coordinate with the utilities affected by the driveway work for proper submittal of the appropriate Utility Encroachment Permits. The first submittal of the plans must show the existing and proposed utility facilities. Any review letters stating “no conflict”, “no facilities”, “existing easement”, etc. must be submitted on utility company letterhead. These permits are acquired from the district utilities office. A separate utility permit is required for irrigation sleeves proposed under existing roads.

2.1.3 Preliminary / Conceptual Site Plan

For large developments and any location where a property has or will be subdivided, the applicant’s engineer is encouraged to meet with the District Traffic Operations Office early in the plan development process. Refer to Georgia Code §32-6-151 for regulations regarding planning commission requirements for approval of subdividing property. A preliminary site plan is helpful to facilitate the exchange of information so the Traffic Operations Manager can see the intent of the applicant. The preliminary site plan will also be useful in discussing the relevant requirements of these regulations.

Applicants are encouraged to consult their engineers and site designers to develop overall site plans. The site layout should have a central access point(s) to the overall development and access points connecting to alternate or adjacent roadways in order to equally distribute site traffic. The development should provide interior circulation which is set back from the state route where it connects to the main driveway intersecting the state route in order to prevent operational problems at the driveway. Refer to section 3.1.3. The overall site plan approved will provide access to the entire site. No future driveways onto the state route will be permitted to individual lots. Future driveways will only be considered if they meet requirements.

2.2 Performance Bonds

Each applicant will provide a performance bond or letter of escrow to assure that the authorized work is accomplished in accordance with the approved permit. In cases of noncompliance, the bond will be used to offset the cost of correcting or removing uncompleted or unauthorized work, and to offset the cost of any damages incurred by the Department or other parties as a result of the work or activities of the applicant in relation to this permit.

The amount of the bond or letter of escrow is based on the estimated current construction costs as determined by the Department, shown in Table 2-1. A bond may be underwritten by a company housed outside of Georgia only if a Georgia resident agent of said Surety Company countersigns.

Blanket performance bonds are acceptable. The amount of the bond will be based on the construction estimates shown in Table 2-1, and the estimated number of permits to be requested statewide during the active period covered by the blanket bond. The blanket bond must contain the

name of the owner or entity that is making application for permit. If the site is being developed on behalf of more than one owner under a development agreement, the surety must be in the name of the developer making application. The Department will allow the use of a Letter of Credit/ LOC if provided in a format preapproved by the Department. A copy of the most current format is available from the District Operations Engineer.

Posted Speed Limit	Number of Turn Lanes*	Roadway Type**	Calculated Cost	<u>Minimum</u> Bond amount ***
<=35	one	rural	\$34,263	\$40,000
<=35	one	urban	\$53,238	\$60,000
<=35	two	rural	\$64,890	\$70,000
<=35	two	urban	\$83,865	\$90,000
40-45	one	rural	\$44,143	\$50,000
40-45	one	urban	\$63,118	\$70,000
40-45	two	rural	\$98,975	\$100,000
40-45	two	urban	\$117,950	\$120,000
50-55	one	rural	\$51,553	\$60,000
50-55	one	urban	\$70,528	\$80,000
50-55	two	rural	\$119,722	\$120,000
50-55	two	urban	\$138,697	\$140,000
>=60	one	rural	\$61,432	\$70,000
>=60	one	urban	\$80,407	\$90,000
>=60	two	rural	\$145,410	\$150,000
>=60	two	urban	\$164,385	\$170,000
Add \$120,000 to Bond if new signal, add \$60,000 for existing signal modification				

* For multiple driveways, add the bond amounts for each drive

** Urban = with curb and gutter; Rural = Paved or graded shoulders

***Bond amount may be increased at the District Engineer's discretion

Table 2-1 Performance Bond Amounts

For locations where no turn lanes will be constructed for a Special Encroachment Permit review, the bond amount will be ½ of the minimum bond amount, or higher depending on the scope of the work, as determined by the Traffic Operations Manager.

2.3 Plan Requirements

The applicant must submit appropriate plans with the permit application. Plans must conform to the minimum guidance described herein. In addition, the applicant's engineer shall also use his judgment to prepare plans that conform to accepted guidance including but not limited to the most current edition of *A Policy on Geometric Design of Highways and Streets* published by the

[American Association of State Highway and Transportation Officials](#) (AASHTO Green Book) and the [GDOT Design Policy Manual](#).

When submitting plans for review, the applicant must provide two (2) sets. The Department prefers plans with 24" x 36" sheet size or smaller. When submitting final plans, the applicant must provide two sets of 11" x 17" sheet size plans (GO, local government, District copies) and two or three sets full sheet size 24" x 36" plans (applicant, inspector, or District copies) as directed..

2.3.1 Plan Checklist

The following checklist contains information that should be shown on plans submitted for Commercial Driveway and Special Encroachment Permit requests. For initial or concept reviews, two sets of plans should be submitted (two sets for requests that include a traffic signal), one copy of the Hydrology Report, and one copy of the Traffic Impact Study, if applicable. Plans should be 24" X 36". The scale of the plans should be 1"= 20'. If a smaller scale is used for overall plans, then enlarged details of the work on the RW must be furnished on a 1"= 20' scale. All sheets should be numbered and dated, with a north arrow:

1. A title block showing the name(s) of the property owner(s) of record as listed on the property deed, the permit applicant, if different from the property owner, and the name of the engineer or individual who prepared the plans. The Land Lot Number, Section Number, Georgia Militia District where applicable, District Number and the county in which the project is located. Contact information should include e-mail addresses for all owners, developers, and the engineer preparing the plans.
2. Location sketch map showing the location of the property in the surrounding area.
3. An overall site plan showing the road name, State Route number, US Route number, names of all nearby intersecting roads, and the posted speed limit.
4. All existing features should be shown with screened line weights or dashed lines and all proposed features shown with solid lines. The designer may also screen existing features for clarity. This should be clearly shown on the plan legend.
5. Any nearby existing billboards must be included on plans.
6. Locations of all traffic signal equipment pull boxes, utility easements, existing above and below ground utilities and the proposed relocations for above and below ground utilities. (All sheets should include the most current 811 Utility Locate requirement information AND the GDOR call to locate traffic signal and fiber optic equipment.)
7. Location of the R/W line, centerline of the road, all property lines with the names of the property owners on either side of the property being developed, and all existing driveways on both sides of the road.
8. The distance from the centerline of the highway or road to the R/W line at each corner of the property. (A general statement such as "Right-of-Way Varies" is not acceptable.)
9. The distance along the R/W line from the centerline of the nearest named intersecting street to the property corner and the total property frontage. The total length of frontage of the property owned and, if different, the length of the frontage being developed under the permit.

10. Location of existing and proposed buildings, pumps, signs, grease racks, wash racks, underground storage tanks, etc. The distances between buildings, pumps, signs or any foundations on the property and the R/W line(s).
11. The width of existing and proposed roadway pavements, lane widths, lane lines, striping, pavement markings, RPMs, roadway signs, and direction of travel (using directional arrows) within the lanes.
12. The proposed driveway width, measured either from face of curb to face of curb (GA STD) or from edge of pavement to edge of pavement (GA STD). This measurement shall be perpendicular to the centerline of the driveway at its narrowest point. The intersecting angle of the proposed driveway to the highway centerline
13. The distance from the centerline of the driveway to each property line, measured along the R/W line.
14. The distance between driveways, if more than one driveway is proposed or existing, on both sides of the State Route. The distance to the nearest driveway on the adjacent property in each direction, and the opposite side of the road, measured along the R/W line.
15. The radii of all curves on the proposed driveways measured to the edge of pavement or face of curb.
16. Wheelchair ramps, designed in compliance with [Americans with Disabilities Act](#) and in accordance with current Georgia DOT Standards, shall be included at all driveways and streets where sidewalk is proposed.
17. Sight distances from each proposed driveway.
18. The proposed deceleration lane, including length of lane, length of taper, width of lane (measured from edge of existing travel lane to edge of pavement or to face of curb).
19. The proposed left turn lane and tapers with lengths and striping.
20. For multi-lane facilities, existing and proposed signing and marking may be on a separate sheet.
21. The difference in elevation between the roadway and the driveway at the R/W line. The slope should not be greater than +/- 6.25%, if practical. There are situations that require greater slopes; these should be examined carefully before approving their use.
22. The distance from the edge of pavement to the center of the side ditch and the direction of the flow of water within the ditch.
23. Existing and proposed contour lines or elevations sufficient to show the natural and proposed drainage features within the property to be developed. This should include the entire adjacent highway R/W and any elevations needed to show how water flows once it leaves the property.
24. Cross sections for extensive grading on the Right of Way.
25. Driveways and any new shoulder work on a tangent section should slope downward and away from the edge of pavement for a distance of at least 12' at a slope rate of 2.08% (1/4" per foot), generally, including any decel lane. If located in a super-elevated section, all

construction should match the super-elevation for at least 12'. Shoulder cross slopes (behind curb and gutter) shall not exceed 2.08%.

26. The location and size of any existing and proposed side drain or cross drain culverts, catch basins, detention ponds, pipes, etc. and direction of flow within the structure(s).
27. Location, size, type, inverts and direction of flow of any proposed pipes or culverts, detention ponds, catch basins, inlets, etc. All pipes 48" and larger must have an inlet and an outlet headwall. Only safety headwalls are allowed on the RW. All pipes on the RW up to 48" must have GDOT STD Safety End Sections. If located outside the clear zone or behind guardrail, standard flared end sections may be used.
28. All structures which are to be extended must be extended in like kind. All drainage structures within the RW must be concrete or HDPE if approved by the Area Engineer. If additional fill is to be placed over an existing structure, the structure must be analyzed for strength to carry the additional load. Pipes and structures on the permit may match an active DOT construction project.
29. Drainage computations for all drainage structures including any existing structures which are to be extended. All drainage computations must show the drainage area, runoff coefficients, time of concentration, and discharge for the required storm frequency. These computations must be in a report format and show high waters above the inlet of the pipe or above the flow line of the grate. All structures must have computations for inlet and outlet control and should include pre and post development runoffs. The post development runoff rate must not exceed the pre development runoff rate.
30. Ditches should be designed to carry the design year storm, with erosion protection provided for a 10 year storm.
31. Driveway and side drain pipes should be designed for the 25 year storm unless a pipe emptying into the ditch leading to the driveway pipe is designed to carry a lesser frequency.
32. Open ended DOT cross drain structures which must be extended should be designed for the 50 year storm with no overtopping occurring during the 100 year storm.
33. On site detention pond designed for the 10 year storm, with computations, unless local jurisdictions require a lesser frequency.
34. On site detention pond outlet structures, including spillways, designed for the 100 year storm, with computations, unless local jurisdictions require a lesser frequency.
35. Curb inlets and grated inlets should be designed for the 10 year storm, except low points which shall be designed for the 50 year storm.
36. Erosion Control Plan.
37. Roadway Typical Section.
38. Suitable photographs of the site showing all existing features may be required for proper review of the application.
39. For requests that include landscaping, a separate plan showing the botanical name, size and distance from the travelway of any trees, shrubs, or herbaceous perennials proposed,

existing plant material and structural elements on the site. A R/W Mowing and maintenance agreement is required for the applicant to maintain plantings on the R/W.

40. For requests that include tree removal, an inventory of any tree 4 inches or greater in diameter and a total of the combined caliper inches of all the trees proposed for removal. Removal within buffers of state waters is not allowed.
41. For request that include proposed landscaping or mitigation for approved vegetation removal, a separate plan that shows the location, distance from the travelway, size, quantity, and common botanical names of any proposed trees, shrubs or other vegetation; planting details [6755-9 Policy for Landscaping and Enhancements on the GDOT Right of Way](#).

For requests that include irrigation, a separate plan which shows the location, size, type and direction of spray of any irrigation lines and heads proposed on the R/W, the location of electronic valves and the location of a manual shut off valve behind the R/W line. Irrigation lines on the R/W must be wrapped in metallic tape during installation. Avoid placing irrigation main feeder lines on the rights of way. An Indemnity Agreement must be signed by the property owner for all irrigation systems installed on the R/W.

2.4 Traffic Impact Studies

The applicant is encouraged to conduct traffic studies as needed in order to identify geometric and operational facilities that will be needed to satisfy the access/egress requirements of the site. The Department will require a traffic impact study for any site estimated to generate more than 500 gross daily trips using ITE Trip Generation Rates, or along corridors with substantial existing development and/or adjacent to a State Route with an existing ADT greater than 25,000 vehicles per day. The Department may require impact studies in other cases as deemed necessary. The studies may recommend alternative access configurations such as roundabouts or signalization. For studies considering these alternatives, the study should include analyses of both configuration alternatives with respective efficiencies of each. The study should recommend a preferred configuration based on analysis. Recommendation of final access configuration should consider types of traffic control at adjacent intersections for corridor consistency.

All traffic impact studies shall be conducted under the supervision of a Professional Engineer licensed in Georgia and all such reports shall be stamped and signed by the engineer. All traffic impact studies shall contain a **Certification** page, as shown in Appendix C. The certification should appear immediately behind the report cover.

The engineer must certify whether the proposed development, as shown in a preliminary site plan to be included with the impact study, conforms to the spacing and geometric design criteria as specified herein. If the proposed development does not comply, the traffic engineer should indicate the reasons for nonconformity and the Department may consider allowing the noted exceptions. If smaller developers wish to hand-draw their plans, this will be acceptable by the Department; however if any plans are drawn by an engineer, the engineer must be a professional engineer.

2.5 Permit Procedures

The plan review and application process is initiated when the applicant or their engineer submits plans for review. For commercial driveways and special encroachments, the plans are submitted to

the District Traffic Operations Manager in the District Office. For residential driveways, temporary condition driveways, and utility driveways the plans are submitted to the Area Engineer in the appropriate Area Office. Check with district offices for the use of the term “Certificate of Completeness.”

Any traffic impact studies, round-about designs, traffic signal warrant analysis or hydrology studies necessary to complete a review of the request should be submitted with the first set of plans.

During the plan review and application process, the Traffic Operations Manager will notify the applicant or their agent of any studies or documents that may be required for permit approval. These documents may include but not limited to a Traffic Impact Study, a copy of the property owners Warrantee Deed, Lease Agreement, Right of Way Deed, Right of Way Mowing and Maintenance Agreement, Indemnity Agreement, or Radius Encroachment Agreement. The applicant or their agent must supply all required documents, signed application and approvable plans to the District Traffic Operations Engineer prior to receiving approval for the requested permit.

For permit requests that include turn lanes, roadway widening, or sidewalks, additional right of way may be necessary to accommodate these improvements. If the additional right of way is not dedicated to the Department, the portions of roadway or sidewalks remaining not within the rights of way will become the responsibility and liability of the property owner and shall be acknowledged in writing as such. When a right of way deed is necessary to incorporate the improved area into the roadway system, the applicant shall provide the necessary documentation to verify and transfer clear title to the Department in the following manner:

- 1) **Preliminary Title Report/Certificate (P.T.C.)** – applicant prepares OR hires someone to prepare a P.T.C., listing legal owner(s) name(s) of record, any outstanding liens, defects, etc. against the title, if any.
- 2) **ROW Deed** – GDOT District Traffic Operations Engineer prepares ROW deed and has owner to prepare plat; Dist. Traffic Ops has a Dist. ROW team member to review for accuracy the ROW deed and legal description. Applicant is responsible for executing ROW deed accurately based on P.T.C. and obtaining any Q.C. deeds necessary to clear title of ROW to be donated to GDOT so GDOT will have clear title. Applicant is responsible for getting deed recorded and having original sent to GDOT Dist. Traffic Ops for them to forward on to ROW Plans Office.
- 3) **Final Title Report/Certificate (F.T.C.)** – Applicant prepares OR hires someone to prepare a F.T.C., listing GDOT as owner and with any releases or Q.C. deeds that were obtained, attached.
- 4) **Permit Issuance** - After Final Title Report/Certificate is prepared and shows GDOT has good title, the permit can then be issued.

When final approval of the permit is made, the applicant will receive a letter of approval and an original Performance Bond form, and information regarding any Contributory Value Fee required if trees are to be removed from the R/W for construction. The letter will include instructions on how to proceed with completing and submitting the Performance Bond, and other payments of fees, if necessary. Once the applicant has furnished the completed Performance Bond and documents, the Area Engineer will issue the applicant's copy of the approved permit plans and permit poster. At that time, a preconstruction meeting shall take place with the Area Engineer and the applicant; and/or contractor.

The contractor is required to notify the Permit Inspector when the work will begin and when the work is complete. The work must be completed to the satisfaction of the Inspector before the project can be accepted and the bond is released. The project must be constructed according to the approved permitted plans. If during the construction of the work, questions arise or unforeseen conditions are encountered, the contractor shall contact the Permit Inspector for consultation. The Permit Inspector will require “as-built” drawings if significant modifications are approved in the field. The Permit Inspector shall not change design without first consulting the District for review and approval.

2.5.1 Department Approval

Department personnel will accomplish the processing of permits in an expeditious manner. The District Traffic Operations Manager will be the primary point of contact for permits. The goal of the Department is to provide a decision on the permit within 20 working days after receiving all required information. The District Utilities Engineer will review all utility facilities shown on the plans and Utility Encroachment Permits or “no conflict”, “no facilities”, “existing easement” letters and approve or disapprove within 5 working days after receiving an acceptable submission from the District Traffic Operations Manager. The District Traffic Engineer will be available for advice and guidance, if needed, and will assist in the review of a permit application, usually within 10 working days of a request.

If the permit site is adjacent to a two-lane road or a multi-lane or divided highway, the District Engineer or their designee may approve or disapprove the permit. In the event that the commercial driveway permit does not meet the spacing and turn lane criteria in Chapters 3 and 4, the District Traffic Engineer, may consult with the District Engineer prior to approving the permit and a completed and approved form, APPENDIX E, included in the file.

All permit requests on highways that are within an active GDOT improvement project or a project that is in the plan development process shall be reviewed by the appropriate design or construction office before the permit is approved.

In the case of projects not on the State Highway System or not located on State owned rights-of-way, but for various reasons the Department is monitoring the project through preconstruction and acceptance, the Department will review the driveway request and make known to the local government under what conditions the plan would be acceptable to the Department. On all construction projects, which are monitored by DOT, on R/W owned by a local government, the Department shall approve or deny any access request with a letter to the local government.

2.5.1.1 A Median Crossover Approval

The Director of Operations and the State Traffic Engineer or their designee shall approve all requests to construct new median crossovers or to relocate existing crossovers. If the permit site is adjacent to a limited access highway, or involves a Limited Access fence, the DOT Commissioner shall approve or disapprove the permit.

If the applicant or his engineer has submitted plans that do not comply with the median crossover spacing and other geometric design guidance of these regulations, they may request a variance in writing, stating the reason and evidenced with supporting data. The Department

may consider granting an exception if the exception is in the best interest of the general use of the highway facility.

2.5.2 Traffic Signal Permits

Traffic signal operation may be needed to safely and efficiently accommodate the access requirements for some developments. Since the type of traffic control affects the pavement marking design and sometimes the geometric design of an intersection, it is necessary to coordinate driveway permits with signal permits. This section will briefly describe the process to be followed when traffic signal operation is desired at the intersection of a proposed driveway with a State Highway. The recommended minimum spacing for traffic signals is 1000 feet (see Table 3-3).

In those cases where the traffic impact study indicates that a roundabout configuration is not recommended and a traffic signal operation is the preferred traffic control method, a TE study should be prepared, to include a traffic signal warrant analysis and a proposed traffic signal design in compliance with the signal spacing requirement in Chapter 3, Section 3.4. If the District Traffic Engineer concurs that traffic signal operation is needed, the TE study should be submitted to the Office of the State Traffic Engineer. An overall site plan of the area to be served by the proposed signal should also be included in the submittal. A traffic signal permit application, signed by the local government, must be submitted along with a letter from the local governing authority supporting the request for a traffic signal and the study indicating the local government's concurrence with the recommendation for the signal and their agreement to bear the costs of the electrical energy and telephone service used to operate the signal.

The Department strives to be as responsive as possible when processing permits and allows many driveway applications to be approved at the District level. However, all traffic signal permits are reviewed by the Office of the State Traffic Engineer and must be approved by the Chief Engineer. For this reason, a driveway permit having pavement marking and geometric features requiring signalized operation should not be issued until the traffic signal permit has been approved or denied.

2.5.3 Roundabouts

In cases where the traffic impact study indicates that a roundabout is the preferred configuration, the proposed design and a copy of the study shall be sent by the district to the Office of the State Traffic Engineer for review and approval before a permit is issued. A peer review may be beneficial to ensure the design meets the most current standards.

2.6 Conditions Placed On Permits

The conditions enumerated in this section will be placed on the applicant as part of the application. These conditions to the permit continue to be in effect unless changes are made or authorized by the Department.

Violation of the conditions specified in a permit and in these regulations shall be ground for revocation of the permit. If necessary, the Department has the authority to remove a driveway constructed in violation of the permit and to restore the right of way. The cost of this work will be collected from the applicant or by using the performance bond, escrow, or letter of credit.

2.6.1 General Restrictions

1. No driveway approach or other improvement constructed on DOT R/W, as an exercise of the permit shall be relocated or have its dimensions altered without the written permission of either the Traffic Engineer who approved the permit or a higher authority. A letter from the engineer approving the change must be sent to the applicant and all who received a copy of the original permit.
2. Parking is prohibited on DOT R/W except in downtown areas where parallel or angle parking is provided by the city, by ordinance and in compliance with O.C.G.A. 32-6-2, 40-6-200, 40-6-202 or 40-6-204, or in those instances where a Temporary Conditional Special Encroachment Permit is approved for parking on the R/W. When approved by the Department, excess R/W may be leased for parking at the current property value rate.
3. Driveways should not be provided within the R/W for purposes of parking loading, servicing, etc.
4. Geometric and safety requirements shall be maintained as stipulated in the permit and shall not be altered by the applicant.
5. The applicant must take possession of an approved permit within 60 days of approval. If not, the permit will be canceled after 90 days.
6. Work under the permit shall begin within 90 days after approval. Failure to begin work will be cause for the permit to be canceled.
7. Construction work authorized by an approved permit shall be completed within twelve (12) months following approval of the permit. Permitted work not completed within twelve (12) months, for just reasons, may be officially extended, by the District Engineer, for an additional six (6) months. Additional permit extensions may be granted with sufficient cause by the District Engineer on an individual basis. If the permitted work is not completed in compliance with the terms, action will be taken to secure the bond or Escrow in order to complete the work to Department standards, or remove the uncompleted work and restore the R/W.
8. Once a permit has been canceled or voided, it cannot be reactivated or reinstated for any reason. A new permit must be submitted when the applicant is ready to begin work. This also includes the appropriate number of copies of up-to-date plans and all related documentation needed to review the application. This is necessary because when a permit is canceled, the file is closed out and placed with permits that have been completed. These are then cataloged and sent to the State Records Center for permanent retention.
9. New driveways to new businesses should not be opened for use by the traveling public until the final inspection and release of any bond or escrow by the District Engineer.
10. It is the responsibility of the property owner to provide routine maintenance of the commercial driveway up to the radius return at the edge of the roadway without making improvements to it as governed by the permit process. Maintenance or replacement of the side drain pipe installed by the permittee will be their responsibility.
11. Permits that include vegetation removal require mitigation. Refer to GDOT policy 6755-9 for additional information.

2.6.2 Liability and Responsibility of Applicant

Applicants will be required to submit a hold harmless Agreement before the permit is approved. A copy of the Hold Harmless Agreement is provided in Appendix D. The applicant is responsible for the relocation, adjustment or removal of all utility conflicts within the development area at no cost to the Department or the State. All traffic control devices including signs and traffic signal equipment relocated in compliance with the access permit will be completed at no cost to the Department. The Department requires the applicant to contact the Utilities Protection Center (UPC) for "Design locate requests" which aids in the location of existing utility facilities for pre-design, advance planning purposes, or bidding. The applicant is required to contact the District Traffic Operations Office to locate existing traffic signal equipment within the area of the access permit. Excavators shall contact the UPC in accordance with the Official Code of Georgia Annotated 25.9, before commencing excavation activities. Applicants or their contractors must notify the appropriate Area Office prior to beginning work on the right of way.

The applicant must move, relocate or remove any installation or construction placed on DOT R/W without cost to the Department or the State when instructed in writing to do so by the Department. Applicant must remove all longitudinal pipe under any proposed deceleration lane. If necessary, the applicant's performance bond or letter of escrow will be used to accomplish this work.

When determined necessary by the Department, the applicant must exhibit satisfactory evidence of adequate liability insurance to cover all aspects of the work specified under the permit for protection of the traveling public. Limits of such coverage shall be determined separately for each applicant and declared by the Department at its discretion.

2.6.3 Ownership of Completed Work

A median crossover constructed under a Special Encroachment or Commercial Driveway Permit becomes a feature of the highway and the unconditional property of the Department. The permit applicant or property owner(s) and/or lessees adjacent to the R/W at the crossover site retain no ownership or legal interest therein. The Department reserves the right and all authority to close, relocate or remove a crossover when such action is deemed necessary in the interest of public safety or efficiency of the roadway.

Chapter 3. Spacing of Driveways - Contents

Chapter 3. Spacing of Driveways - Contents	3-i
3.1 Spacing of Driveways	3-1
3.1.1 Spacing of One-Way Driveways.....	3-1
3.1.2 Placement of Driveways	3-3
3.1.3 Placement of Interior Driveways.....	3-3
3.2 Driveway Alignment	3-4
3.3 Spacing of Median Crossovers	3-6
3.4 Spacing of Signalized Intersections	3-7
3.5 Sight Distance-without medians	3-7

Chapter 3. Spacing of Driveways

3.1 Spacing of Driveways

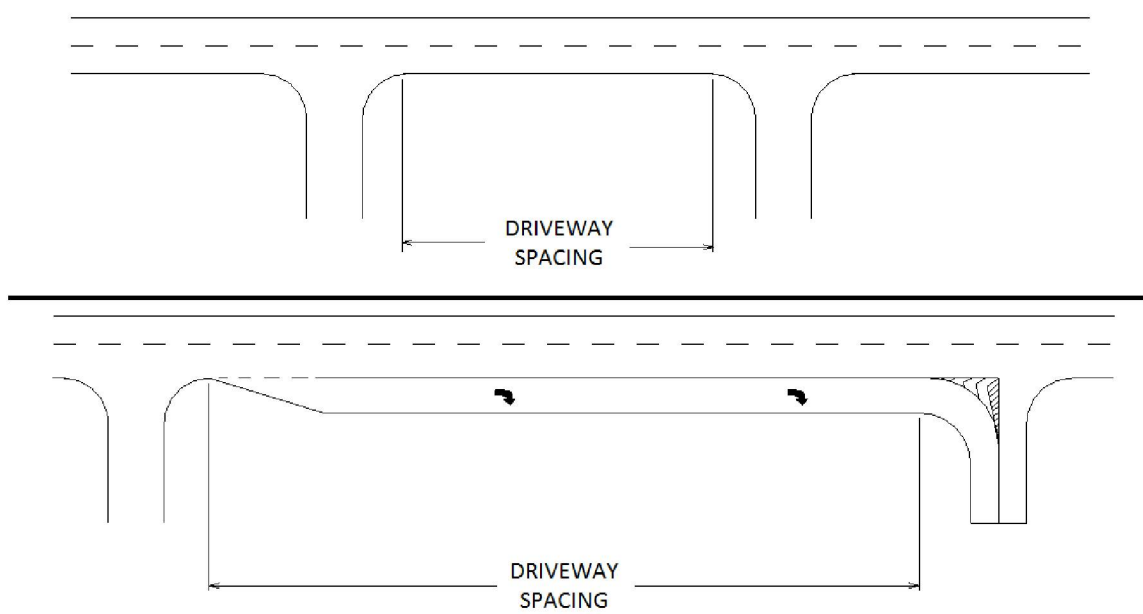
As drivers approach each intersection along a roadway, they are often presented with decisions and may be required to stop or make various maneuvers. When exiting the roadway, it is necessary to decelerate and in some cases, to change lanes. It may also be necessary to adjust speeds in reaction to other vehicles entering into the arterial traffic stream. Driveways should be spaced so that drivers can perceive and react to the conditions at each intersection in succession. Spacing between driveways should be at least equal to the distance traveled, at the posted speed limit, during the normal perception and reaction time plus the distance traveled as the vehicle decelerates to a stop. Each driveway or intersection also requires storage space for vehicles waiting to enter. The distance between intersections should be great enough to provide this storage, allowing each intersection to have its functional boundary separated from those of the next intersection. Crash data also indicate that as the number of driveways along a roadway increases so do accident rates. **This is based on the TRB Access Management Guide. Meeting the spacing criteria is not, in itself an indication that driveways or additional driveways will be allowed for a site. Alternative access routes are recommended. Side street access is deemed as “reasonable access”.**

Guidelines for driveway spacing, associated with the construction of new driveways, are provided in Table 3-1. Driveways should be separated from any other facility, which accesses a State Highway, whether it is another driveway or a public street. Minimum spacing requirements should also apply to driveways on the opposite side of undivided roadways. Variances are defined in Section 2.5.1. **Requirements for the length of right and left turn lanes will dictate driveway spacing as shown in Table 4-8 and Table 4-9, and may increase the minimum allowable spacing shown in Table 3-1.** This table is based on the width of the radii.

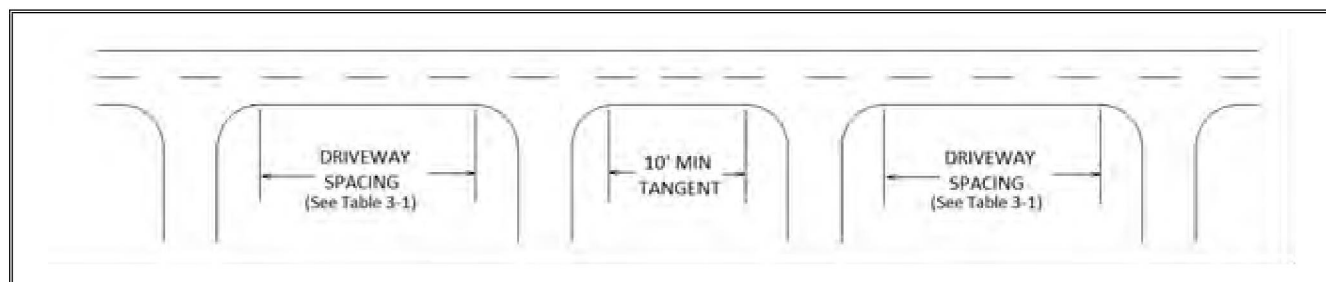
3.1.1 Spacing of One-Way Driveways

A driveway pair must be separated from another driveway pair by the distance as shown in Table 3-1. A driveway pair must also be separated from an adjacent two-way driveway in accordance with the spacing criteria in Table 3-1.

Figure 3-1 shows a typical layout of one-way driveways. The spacing criteria presented in Table 3-1 does not apply to the distance between the two one-way driveways (driveway pair).



POSTED SPEED, MPH	MINIMUM DRIVEWAY SPACING WITHOUT RIGHT TURN LANE (FEET)	MINIMUM DRIVEWAY SPACING WITH RIGHT TURN LANE (FEET)
25	125	125
30	125	125
35	150	150
40	185	185
45	230	230
50	275	275
55	350	350
60	450	450
65	550	550

Table 3-1 Spacing Criteria for Driveways, Public Roads And Side Streets

Figure 3-1 Spacing Criteria for One-Way Driveways

3.1.2 Placement of Driveways

Not only must driveways be spaced from other driveways as provided above, they must also be located a minimum distance from the property line. The radius return must be a minimum of 4' from the property line or the encroachment agreed to by the adjacent property owner by signing a radius encroachment agreement. This agreement may be waived by the District Engineer if a safety concern exists.

When driveways are to be jointly used by two or more property owners, the property line separation requirements given in the above paragraph can be waived. However, a joint use agreement signed by the affected property owners must be provided to the Traffic Engineer. Either property owner may apply for the driveway permit. Refer to section 3.2 (Driveway Alignment).

3.1.3 Placement of Interior Driveways

The placement of the first interior drive which intersects the driveway from the State Route should be as far as possible from the State Route for safe, more efficient operation. The distance between the roadway traffic and the first internal movement shall be a minimum of 200 feet, as shown in Figure 3-1.2. Lots less than 500 deep should maintain, a minimum distance of 100 feet. The distance required should be maintained or increased so as to avoid interference with the mainline traffic flow for large sites with high volumes, heavy truck traffic, and on high volume roadways.

If no other design alternatives exist and interior drives are proposed which do not meet minimum spacing, the left turning movement should be restricted with a raised barrier. Site planning should be done such that Interior Driveways accommodate the right of way at least 100 feet of storage.

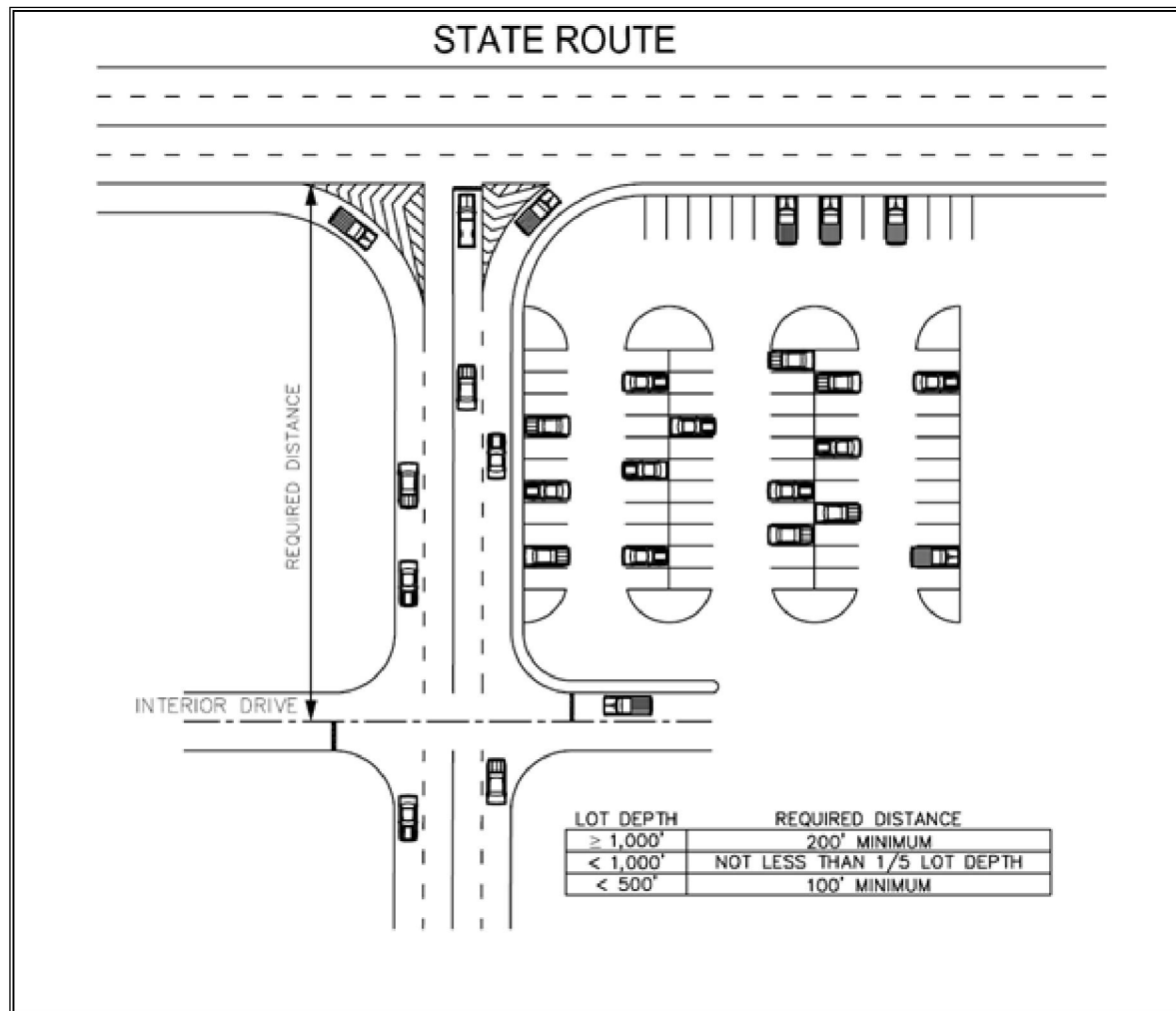


Figure 3-1.2 Placement of Interior Drives

3.2 Driveway Alignment

Driveways should align with other driveways located on the opposite side of the State Highway. If offset driveways cannot be avoided, the same driveway spacing criteria as given in Table 3-1 should be provided, to provide space for left turns. Figure 3-2 shows how the spacing is measured for spacing offset driveways onto undivided highways. Spacing is from Radius Return to Radius Return.

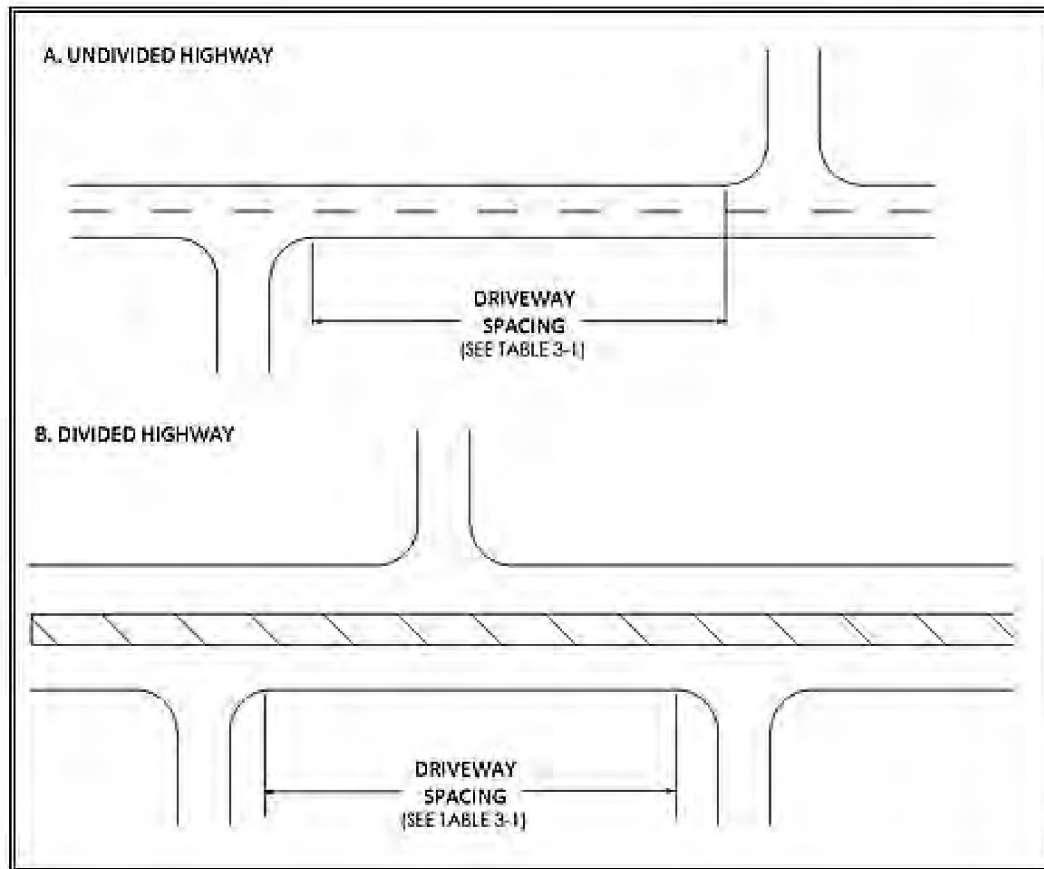
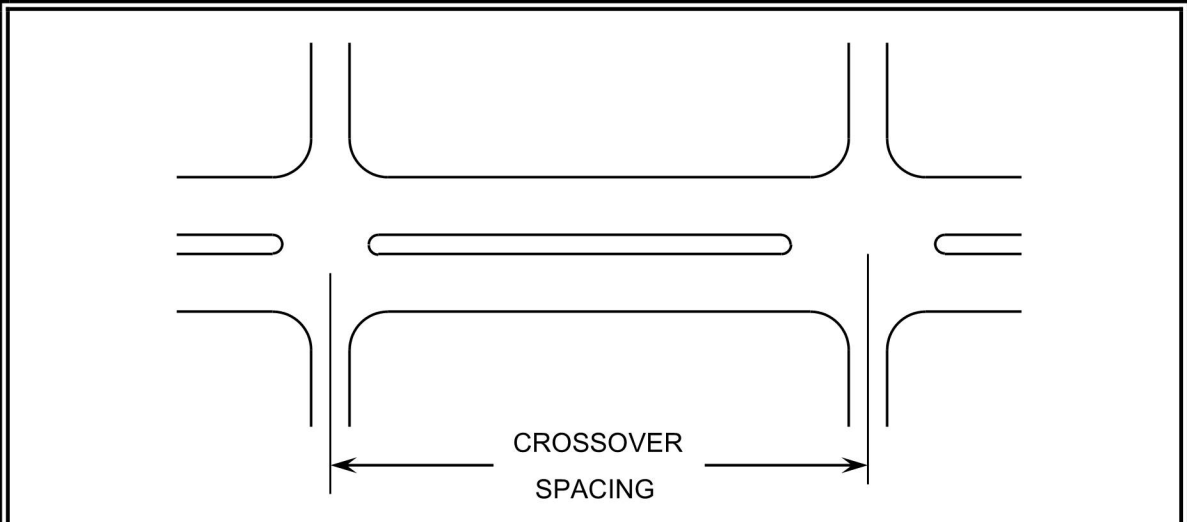


Figure 3-2 Spacing of Offset Driveways

If the State Highway involved is a divided facility and the driveways do not align with a median crossover, the driveway spacing would only apply to the adjacent driveway located on the same side of the Highway as shown above in Figure 3-2 (B).

3.3 Spacing of Median Crossovers

When the applicant is requesting a median crossover on a divided highway, the spacing standards shown in Table 3-2 apply.



ROADWAY TYPE	CROSSOVER SPACING, Ft	
	Desirable	Minimum
RURAL	2640	1320
URBAN	1320	1000

Table 3-2 Spacing of Median Crossovers

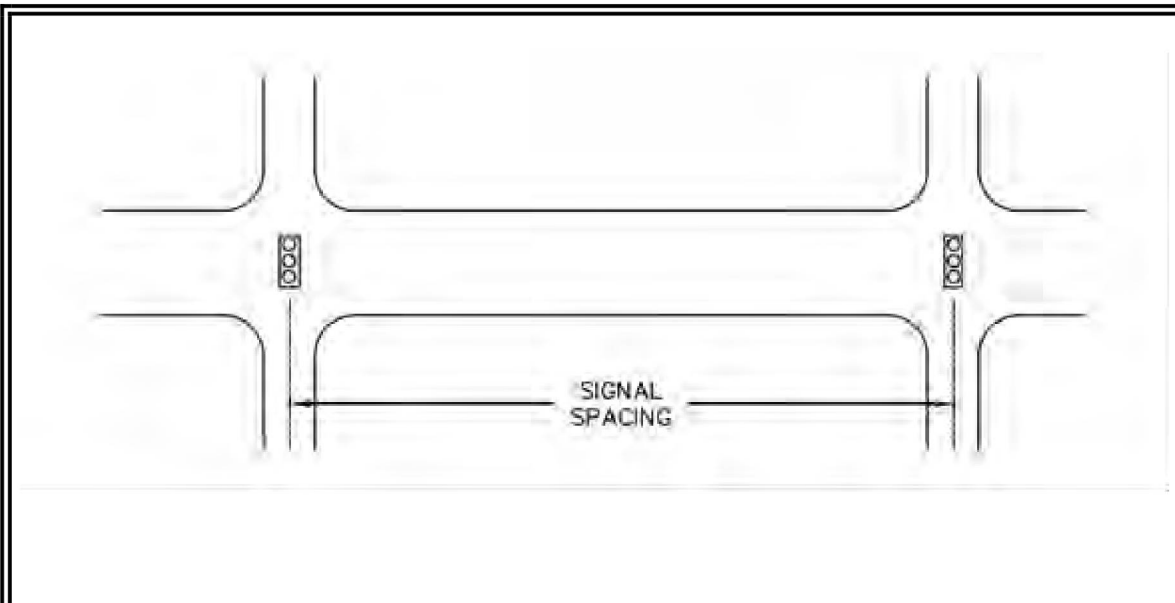
Other factors will also be considered, such as distance to other median openings, adjacent land use, expected traffic volumes, and the resulting volume of U-turns that are likely to occur without the median opening. **Meeting the spacing criteria is not, in itself, an indication that median openings will be allowed.** Refer to GDOT Policy 4A-4 for medians requiring a break in limited access right-of-way. All median openings will be approved by the Director of Operations or their designee for existing facilities.

NOTE: RURAL or URBAN Roadway Sections - refers to characteristics such as typical section, speed limit, density of street and highway networks, nature of travel patterns, shoulder treatment and lane use.

See definitions section for an explanation of “Urbanized” or “Rural”.

3.4 Spacing of Signalized Intersections

This section is provided to assist the applicant's engineer in designing sites that may need signalized points of access to the State Highway System. Table 3-3 contains guidelines for the spacing that should be provided between signalized intersections.



ROADWAY TYPE	MINIMUM SIGNAL SPACING, Ft
RURAL	2640
URBAN	1320

Table 3-3 Spacing of Signalized Intersections

The spacing guidelines provided above are indicative of conditions that normally offer better signal progression for arterial traffic flow. It is recognized that under certain conditions, better operation may result from the introduction of signals with less spacing if the alternative forces high volumes of traffic to an adjacent intersection. Consideration should be given to developing multiple access strategies to a site including access to adjacent signalized intersections.

When the applicant can show, through an alternatives analysis, that better operations can be achieved with less spacing, the Department will consider an exception to the provisions of Table 3-3.

3.5 Sight Distance-without medians

Driveways should be located to provide adequate sight distance. Minimum intersection sight distance criteria are provided in Table 3-4. The line of sight establishes the boundary of a sight triangle, within which there should be no sight obstruction. The sight distance requirements apply even if the intersection has traffic signals.

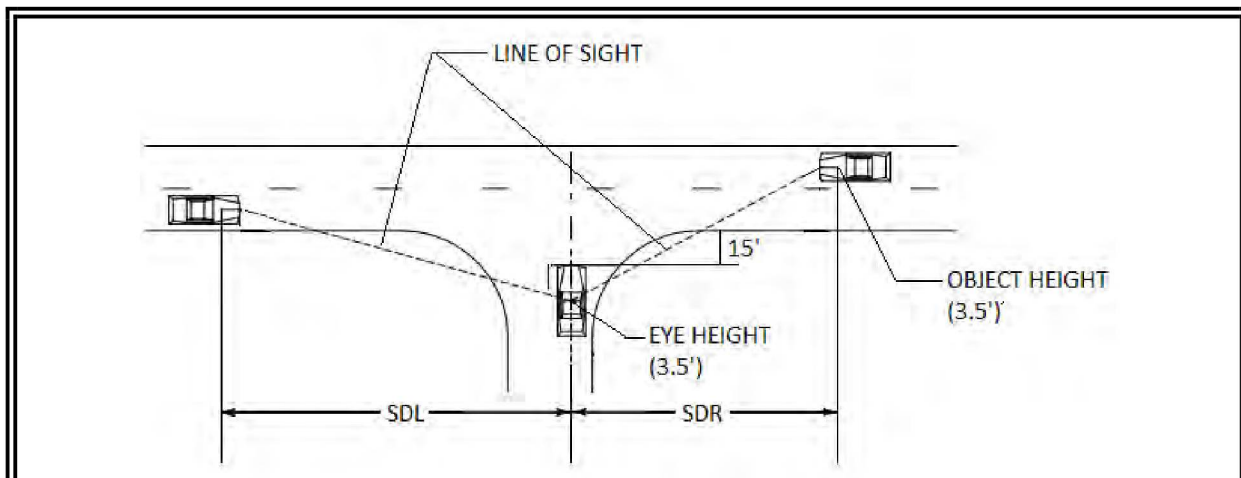
							
ARTERIAL SPEED (MPH)	SIGHT DISTANCE (FEET)*						
	2 Lane	3 Lanes		4 Lanes		5 Lanes	
	SDL=SDR	SDL	SDR	SDL	SDR	SDL	SDR
30	335	355	310	375	335	400	355
35	390	415	365	440	390	465	415
40	445	475	415	500	445	530	475
45	500	530	465	565	500	600	530
50	555	590	515	625	555	665	590
55	610	650	570	690	610	730	650
60	665	710	620	750	665	795	710
65	720	765	670	815	720	860	765

Table 3-4 Intersection Sight Distance Requirements

The sight distance criteria are based on the time required for a vehicle to make a left turn from a stop-controlled approach to the State Highway (AASHTO Case B1). The time to execute the maneuver is based on recommendations contained in NCHRP Report 383, Intersection Sight Distance. A time gap of 7.5 seconds is used for calculating the sight distance for a stopped vehicle making a left turn onto a two-lane highway with no median and grades 3 percent or less. The time gap is decreased by 1.0 seconds for right-turn maneuvers without undue interference with major road-traffic. The time is increased by 0.5 seconds for each additional lane to be crossed.

The sight distances given in Table 3-4 are for undivided highways. If the highway is divided, the effect of the median should be considered in determining the required sight distance. Based on the conditions, it may be feasible for the crossing maneuver to be done in two stages with a stop in the median. However, the intersection should only be treated in this manner if the signing and marking is accordingly provided. Otherwise, the sight distance requirements should be increased to account for the additional width that must be crossed. See AASHTO Green Book, Chapter 9 Intersections, for adjustments due to grades greater than 3% and design vehicles other than passenger cars. Sight lines in medians cannot be obstructed with tall vegetation full to the ground to allow drivers time to anticipate movement of pedestrians and other drivers.

Chapter 4. Design Criteria - Contents

Chapter 4. Design Criteria - Contents	4-i
4.1 Design for Trucks.....	4-1
4.2 Driveway Width.....	4-1
4.3 Corner RADII	4-2
4.4 Left Turning Control RADII.....	4-2
4.5 Median Crossover Design.....	4-3
4.5.1 Type A Median Crossover.....	4-3
4.5.2 Type B Median Crossover.....	4-3
4.5.3 Type C Median Crossover	4-3
4.6 Horizontal Alignment.....	4-5
4.6.1 Angle of Intersection	4-5
4.6.2 Alignment of Approach and Departure Lanes.....	4-5
4.7 Driveway Tie-In Configurations	4-6
4.7.1 Driveway Connections to Urban Sections	4-6
4.7.2 Driveway Connections to Rural Sections	4-8
4.8 Driveway Grades	4-11
4.9 Auxiliary Turn Lanes	4-12
4.9.1 When Deceleration Lanes Are Required	4-12
4.9.1.1 Minimum Requirements for Right Turn Deceleration Lanes	4-12
4.9.1.2 Minimum Requirements for Left Turn Lanes	4-13
4.9.2 Right Turn Lane Lengths	4-14
4.9.3 Acceleration Lanes	4-15
4.9.4 Left Turn Lane Design	4-15
4.9.5 Dual Left Turn Lanes	4-17
4.10 Raised Islands	4-19
4.10.1 Right-In / Right-Out Driveways.....	4-19
4.11 Pedestrian Considerations	4-22
4.12 Pavement Design	4-22
4.13 Clear Zone Requirements	4-24
4.14 Right of Way Requirements	4-26

Chapter 4. Design Criteria

The design of driveways shall comply with the guidelines of [AASHTO's A Policy on Geometric Design of Highways and Bridges](#), current edition. However, this chapter provides a summary of the minimum design constraints that will be checked during the plan review process. All modes of transportation should be taken into consideration, cars, pedestrians, bikes and trucks.

The geometric design of an intersection is a collection of various elements - such as radius, width, grade, angle of intersection, etc, - that in combination provide for satisfactory operation of the vehicles that will use the intersection. Since the operating characteristics vary dramatically for different types of vehicles, the designer must first establish the design vehicle on which to base the design. The designer should also check the final design to ensure the design vehicles can operate satisfactorily. In addition, if the applicant can demonstrate that his design can accommodate the appropriate design vehicle even though one or more design elements do not meet the minimum values contained in this chapter, the Department may approve the plans.

4.1 Design for Trucks

The design criteria given in this chapter have more stringent requirements for trucks. Even though the general use of such guidance would result in more desirable operations for all vehicles, it is neither practical nor necessary to design all facilities to accommodate trucks. The designer must use judgment in selecting the proper design vehicle.

When semi trailer combination trucks are expected to use the intersection on a regular basis and in numbers more than just an occasional vehicle, then the intersection should be designed to accommodate the truck movements. This includes most driveways designed for industrial use and many commercial driveways.

For commercial uses such as shopping centers, the preliminary site plan should indicate where heavy-duty pavement would be provided to accommodate truck access to loading docks. Any driveway associated with access/egress for the loading docks should use the truck radii. Minor movement driveways, particularly those that allow only right turns will generally only be used by passenger cars.

4.2 Driveway Width

When traffic impact studies are required (see Section 2.4), the driveway shall be designed to provide the number of lanes recommended in the study. Standard lane widths are 12'.

When the need for multiple lanes is not established from a traffic impact study, the minimum and maximum driveway widths are as set forth in Table 4-1.

DRIVEWAY USE	WIDTH, Ft.	
	MINIMUM	MAXIMUM
Current Residential GA Std.	14	20
Current Commercial (One Way) GA Std	16	20
Current Commercial (Two Way) GA Std	24	40
Mining, Logging, Farming, Agricultural	18	24

Table 4-1 Driveway Widths

Note: When a traffic study indicates multiple lanes requiring greater widths, this table does not apply.

4.3 Corner RADII

Corner radii are generally established by the minimum path of the inside wheels of the design vehicle when making a right turn. The minimum corner radii to be used for driveways are given in Table 4-2.

The size of the radius is determined by the development use typical design vehicle.

DRIVEWAY USE	MINIMUM RADIUS, Ft.
Residential	15
Commercial	35
When Designed For Trucks	75

Table 4-2 Minimum Corner Radii

4.4 Left Turning Control RADII

The path of the inside wheels during left turns is also important for the design of median openings and intersections with dual left turn lanes. Table 4-3 contains guidelines for minimum left turning radii.

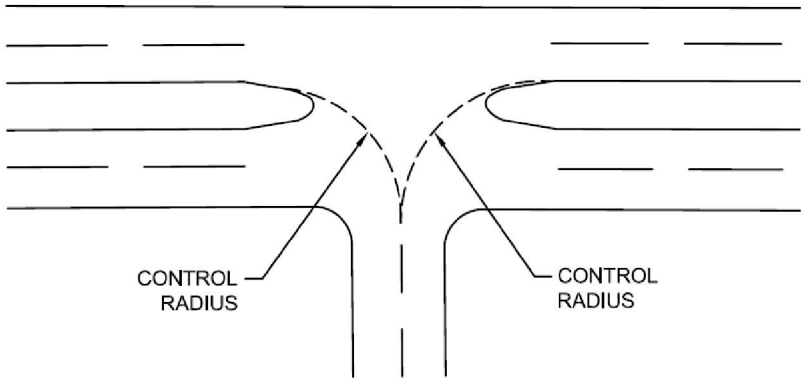
	
DRIVEWAY USE	CONTROL RADIUS, Ft.
RESIDENTIAL	40
COMMERCIAL	50

Table 4-3 Left Turning Control Radius

4.5 Median Crossover Design

Driveways onto Divided State Highways where full access is to be provided shall be designed in accordance with Georgia DOT [Construction Details for Median Crossovers](#). The detail has three types of designs that are applicable in different situations.

4.5.1 Type A Median Crossover

Type A median crossovers may be considered on low volume rural roadways. This type of median crossover is only allowed when the projected volume of left turning vehicles does not exceed 20 per hour per direction.

4.5.2 Type B Median Crossover

Type B median crossovers are required when the projected volume of the left turn movement exceeds 20 vehicles per hour per direction and/or when the median width is sufficient to offset the left turn lane from the adjacent through lane. This design provides better sight distance for vehicles in the left turn lane. This is important for unsignalized intersections and when unprotected turns are allowed at signalized intersections.

4.5.3 Type C Median Crossover

Type C median crossovers are typically used in urban areas where the median width is limited to approximately 24’ or less. With this type of crossover, it may be necessary to add pavement to the opposite edge in order to accommodate U-Turns.

Table 4-4 illustrates the minimum pavement width that is required for some vehicles to make U-Turns. The required width is given for passenger cars and for WB-40, WB-62, and WB-67 trucks.

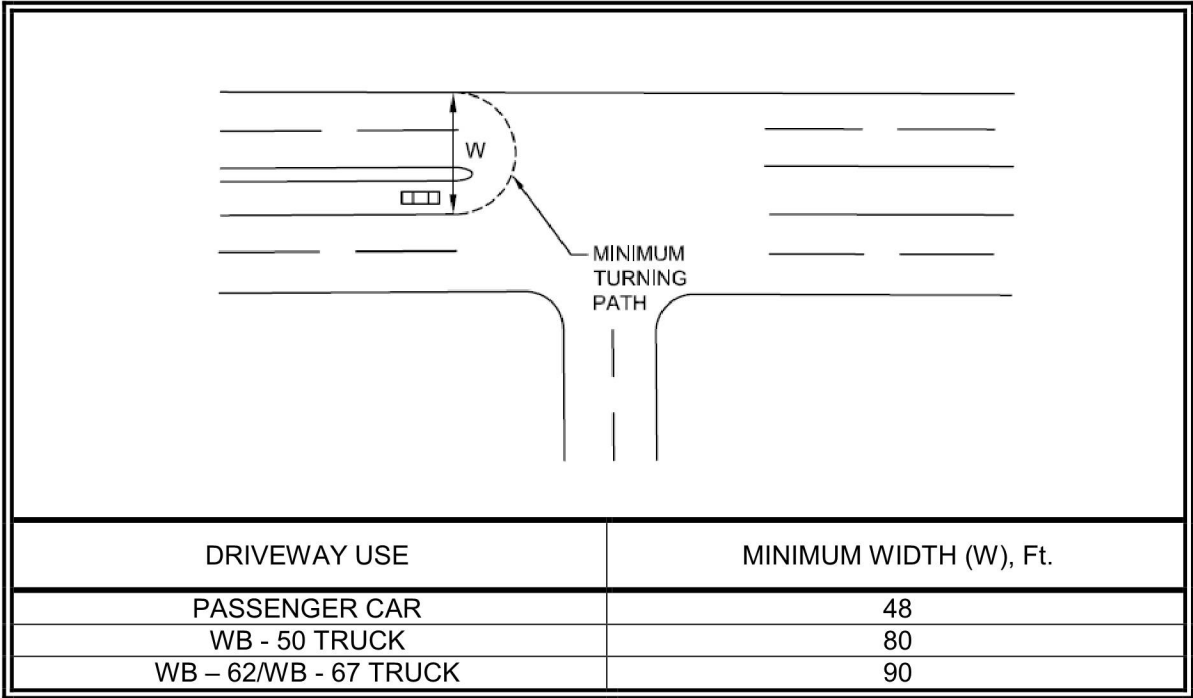


Table 4-4 Minimum Road Width for U-Turns

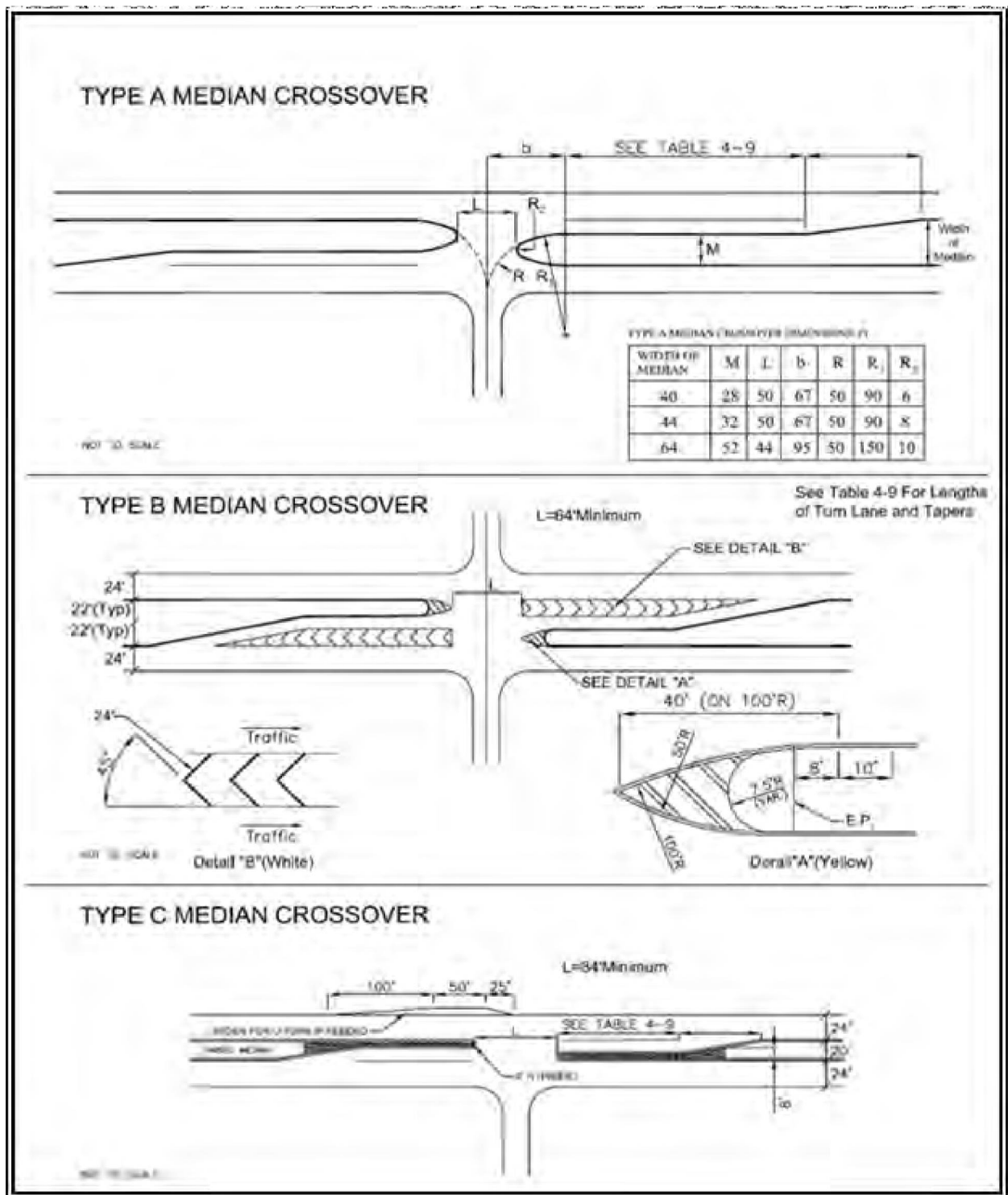


Figure 4-1 Georgia DOT Construction Details for Median Crossovers

4.6 Horizontal Alignment

In general, the horizontal alignment of driveways should be designed using a tangent section from the centerline of the State Highway and extending to the property line. Horizontal curves that are used outside the State Highway Right of Way are generally not part of the permit issued by the Department.

Horizontal curves should be sufficient to provide safe operations at speeds that would normally occur in the areas where they are constructed.

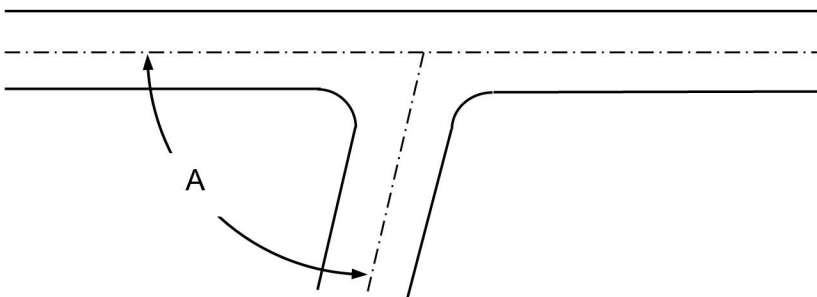
4.6.1 Angle of Intersection

Intersecting driveways and roads should generally meet at or nearly at right angles. Driveways and roads intersecting at acute angles create sight limitations that should be avoided.

In some cases, a more suitable overall design can be achieved by allowing intersecting angles other than 90 degrees. Table 4-5 gives the minimum angle of intersection that will generally be allowed for driveways designed to accommodate two-way traffic flow. Figure 4-2 illustrates the minimum angle of intersection for one-way right turn only driveways.

4.6.2 Alignment of Approach and Departure Lanes

Driveways should be designed and constructed so as to align with driveways or streets on the opposite side of the highway. The alignment of through movements crossing the highway should be such that abrupt shifts in the travel pattern are not required.



The diagram shows a top-down view of a two-way driveway intersecting a two-lane highway. The driveway has two lanes, one for each direction of travel. The highway has a dashed centerline. The angle of intersection, labeled 'A', is shown between the driveway lane and the highway centerline. The driveway lanes are shown with solid lines, and the highway lanes are shown with solid lines and a dashed centerline.

DRIVEWAY USE	MINIMUM ANGLE OF INTERSECTION (A), Degrees
RESIDENTIAL	70
COMMERCIAL	85
WHEN DESIGNED FOR TRUCKS	88

Table 4-5 Minimum Angle of Intersection for Two-Way Driveways

Driveways designed for one-way right turn only traffic flow may have intersecting angles as low as 70 degrees, as illustrated in Figure 4-2.

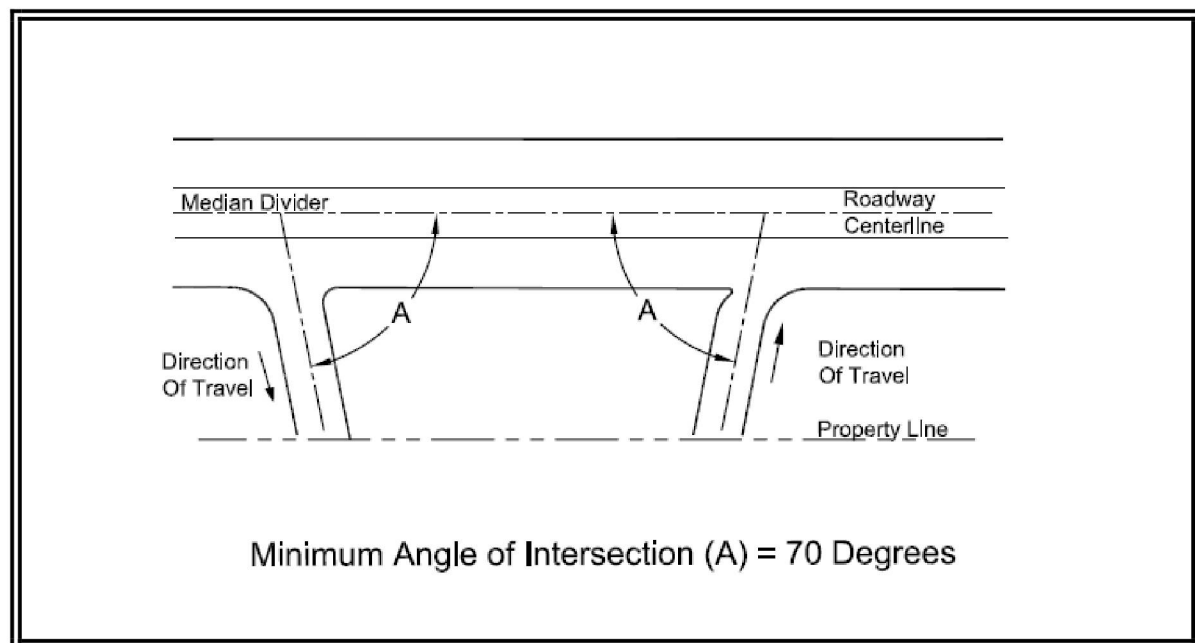


Figure 4- 2 Minimum Angle of Intersection for One-Way Driveways

4.7 Driveway Tie-In Configurations

4.7.1 Driveway Connections to Urban Sections

This section describes the requirements for constructing driveway connections to State Highways with curb and gutter. Georgia DOT has two Standard Detail Drawings (A1 and A2) that describe the appropriate design and construction methods for these conditions. The basic layout of the two configurations is schematically shown in Figure 4-3.

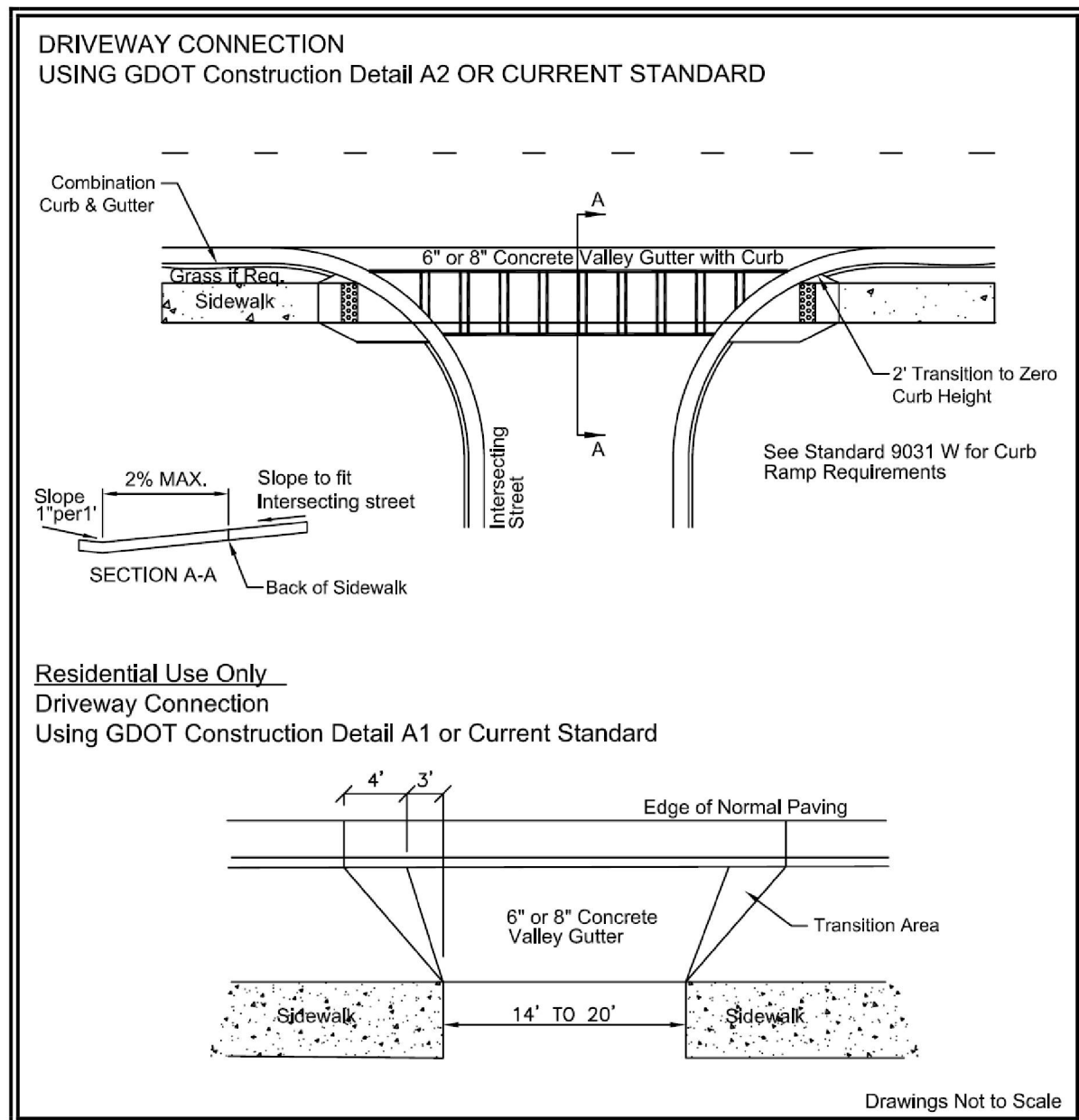


Figure 4-3 Driveway Connections to Urban Sections

Note: Please use the current ADA requirements when applying Figure 4-3. Connections shown in Standard 9031J Construction Detail A2 are commonly used for commercial driveways, while the configuration given in Construction Detail A-1 is typically used for residential driveways. Figure 4-3 is a simplified diagram of the details. The designer should refer to the actual GDOT Construction Details when preparing driveway plans for the most current standards.

The actual dimensions of lane widths, radii, etc. should be as specified in relevant sections of this document. Figure 4-3 also does not show deceleration or turn lanes. See section 4I for guidelines on deceleration lane requirements and their dimensions.

4.7.2 Driveway Connections to Rural Sections

The section describes the requirements for connecting to State Highways that do not have curb and gutter.

The basic configuration and requirements for connecting a driveway that will not have curb and gutter into a State Highway that also does not have curb and gutter are illustrated in Figure 4-4.

The ends of the driveway pipe should be extended to maintain a minimum six (6) foot shoulder. The side slope should normally be flatter than 6:1 but shall be no steeper than 4:1.

When ditches are constructed on the State Right-of-Way, the front slope should be no steeper than 4:1. When the bottom of the ditch is between 5' and 8' below the edge of pavement, the front slope can be increased to 3:1. When the ditch is greater than 8' below the edge of pavement, the front slope can be increased to 2:1. In any case, when the front slope is steeper than 4:1, guardrail should be used.

Figure 4-4 shows a deceleration lane, which in some conditions is not required. See section 4I to determine if a deceleration lane will be required.

For connecting a driveway that will have curb and gutter to a State Highway without curb and gutter, see Figure 4-5.

Curb and gutter should not be used adjacent to a travel lane on a road with posted speed limits above 45 MPH. A 4" mountable curb and gutter may be used along acceleration/deceleration lanes or a designated turn lane but not along a taper.

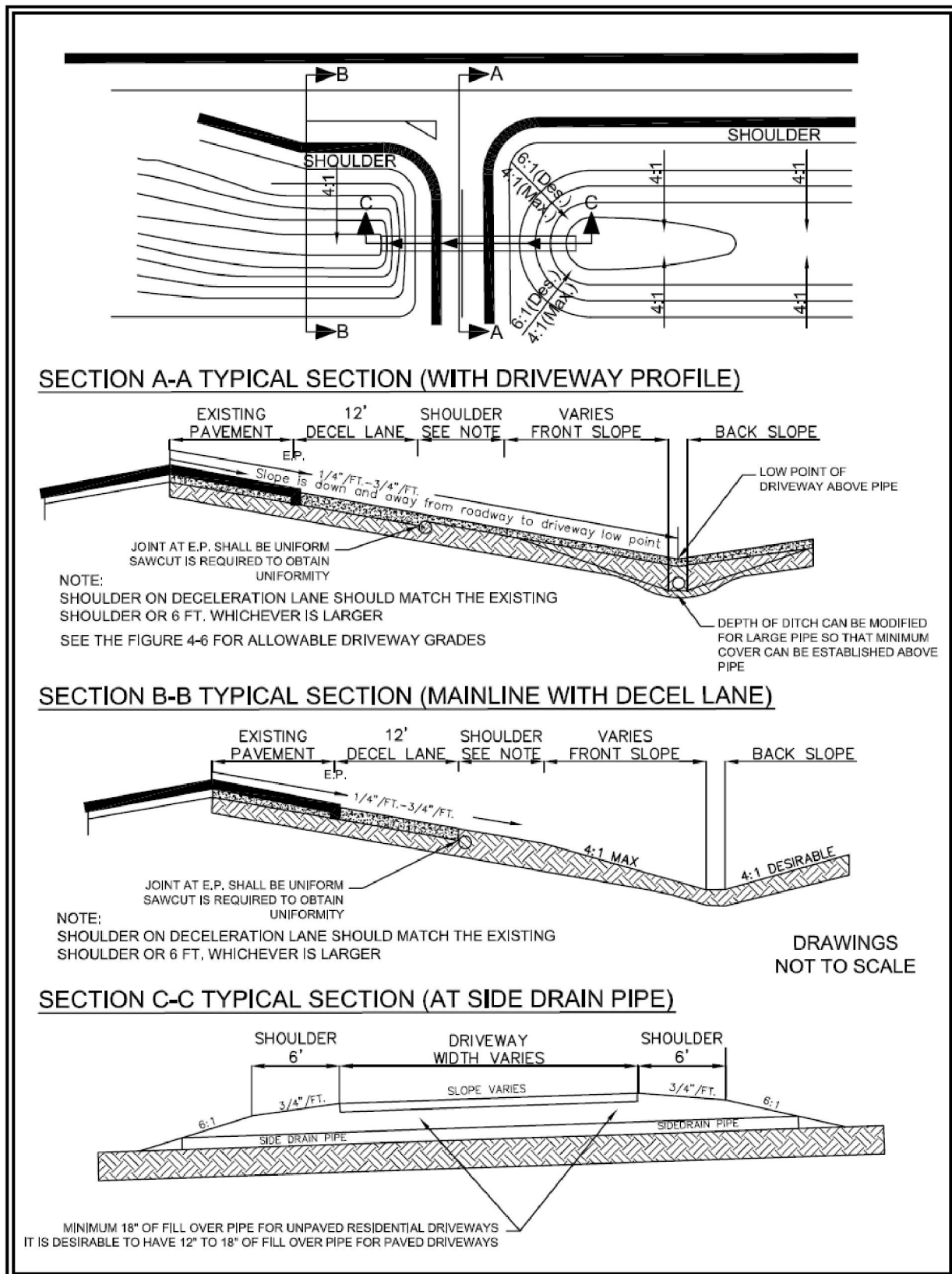


Figure 4-4 Driveway Connection to Rural Roadways

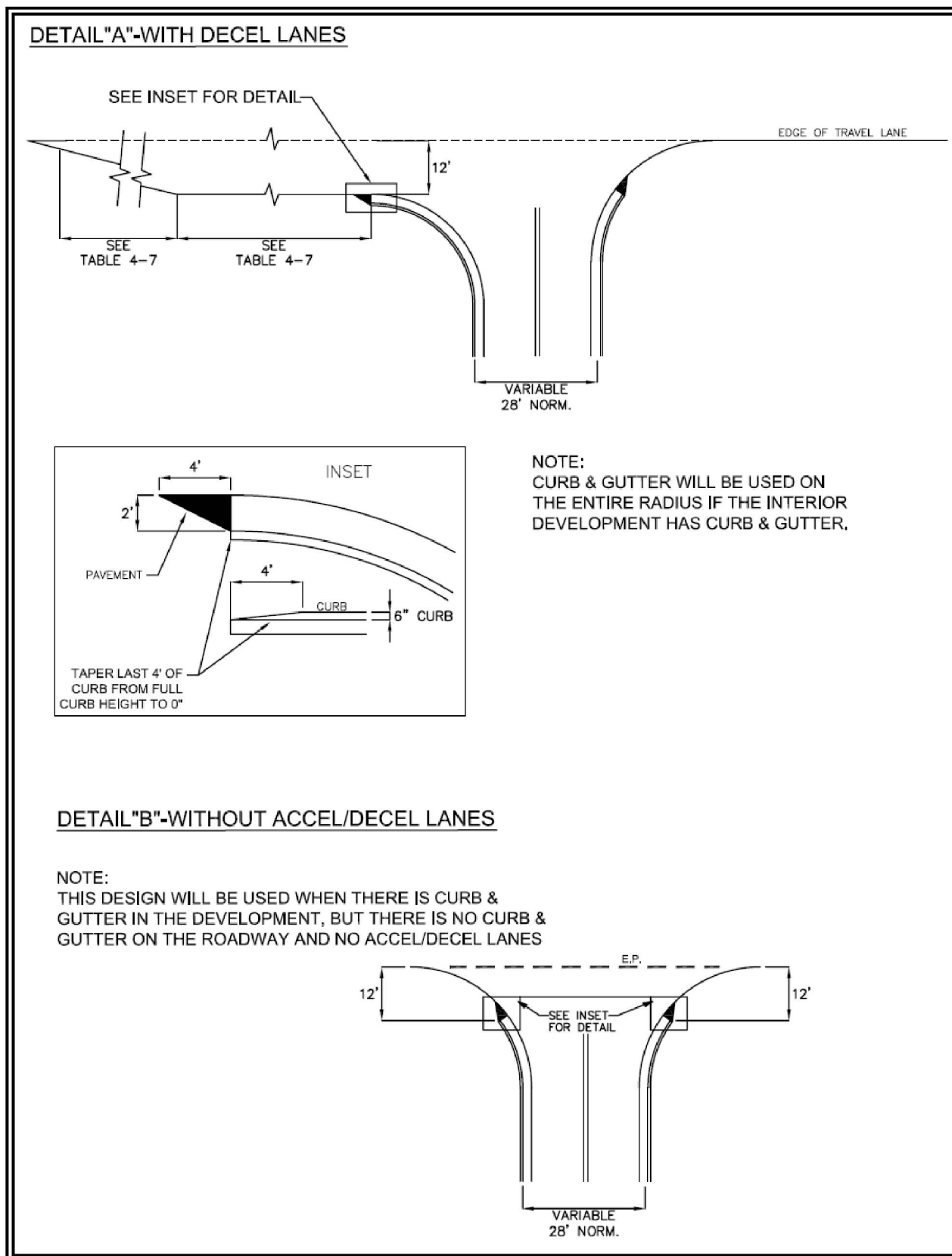


Figure 4-5 Connecting Driveways with Curb & Gutter to Rural Sections

4.8 Driveway Grades

In general, the grade of the driveway should be a continuation of the cross slope of the roadway that it connects to. Figure 4-6 illustrates allowable grades for driveways connecting to State Highways.

Figure 4-6 (A) shows the profile of a driveway connecting to the normal cross section of a highway. The cross slope of the highway should be maintained for a minimum distance of 12' beyond the edge of pavement.

Where the roadway pavement is super elevated, it is desirable to reduce the grade of the driveway below that of the super elevated pavement in order to reduce the amount of runoff draining across the highway. The grade of the driveway will be allowed to break at the edge of pavement. However, the difference in grade change must not exceed 0.08ft/ft.

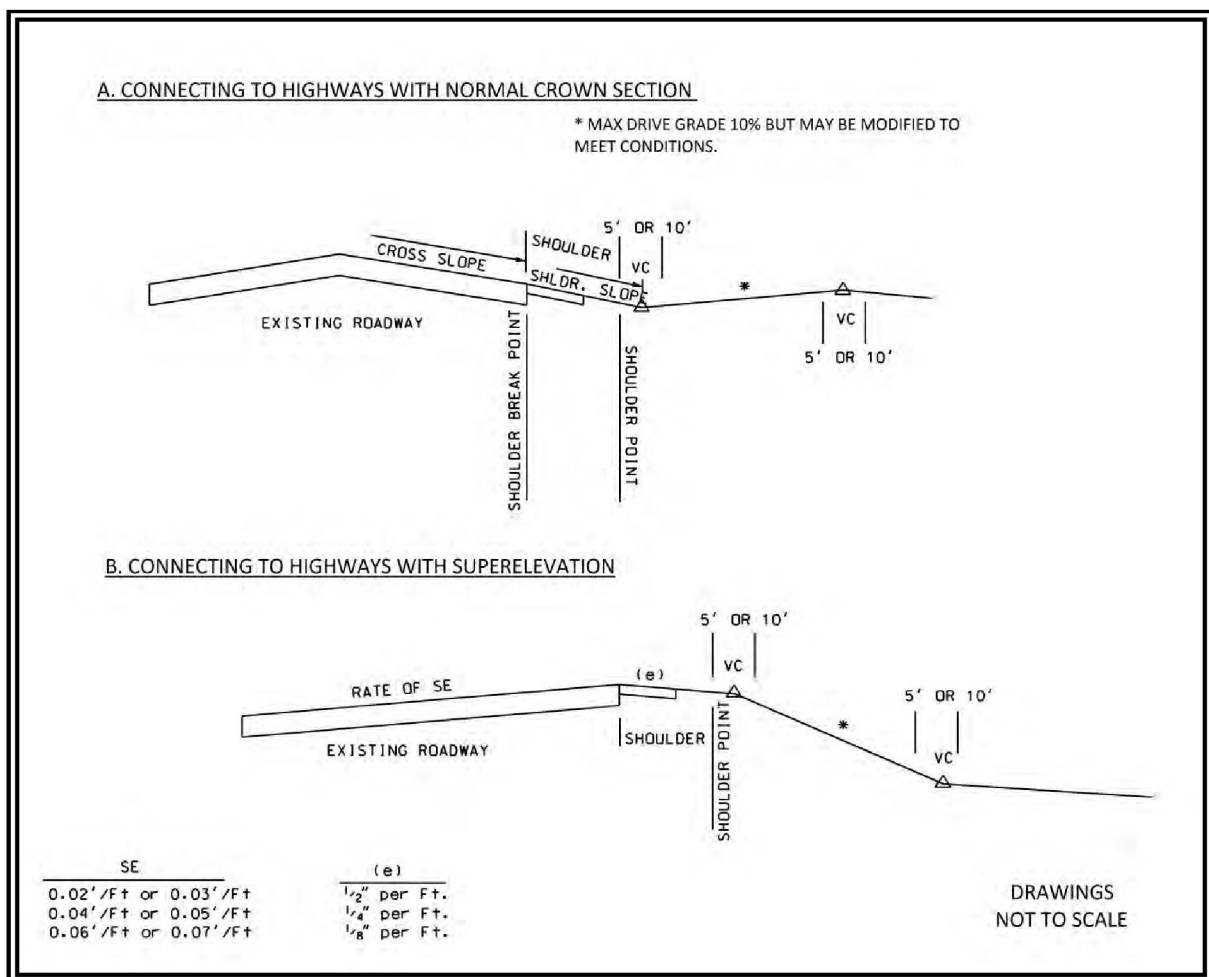


Figure 4-6 Allowable Driveway Grades

4.9 Auxiliary Turn Lanes

4.9.1 When Deceleration Lanes Are Required

The provisions of this section shall generally apply to auxiliary lanes installed on the approach to an intersection that provide for deceleration and storage of vehicles waiting to turn right or left. Such lanes are always beneficial and will be required in conjunction with commercial driveway permits when projected traffic volumes exceed minimum levels as provided in the sections below.

All existing utilities which would be under new pavement or in acceleration/deceleration lanes shall be relocated before final grading and paving, and at no cost to DOT. Existing utilities which are found to be not in conflict with construction may be allowed if a Retention Request is processed by the utility owner and approved by the Department.

4.9.1.1 Minimum Requirements for Right Turn Deceleration Lanes

Right turn deceleration lanes must be constructed at no cost to the Department if the daily site generated Right Turn Volumes (RTV) based on ITE Trip Generation (assuming a reasonable distribution of entry volumes) meet or exceed the values shown in Table 4-6. Passing lane sections fall under the criteria for two or more lanes.

Posted Speed	2 Lane Routes		More than 2 Lanes on Main Road	
	AADT		AADT	
	< 6000	>=6000	<10000	>=10000
35 MPH or Less	200 RTV a day	100 RTV a day	200 RTV a day	100 RTV a day
40 to 50 MPH	150 RTV a day	75 RTV a day	150 RTV a day	75 RTV a day
55 to 60 MPH	100 RTV a day	50 RTV a day	100 RTV a day	50 RTV a day
>= 65 MPH	Always	Always	Always	Always

Table 4-6 Minimum Volumes Requiring Right Turn Lanes

In the event the District Traffic Engineer determines that field conditions or other factors indicate that it would be in the best interest of the Department to waive the decel lane requirement, the District Traffic Engineer must document the recommendations using the form in **Appendix E**. The recommendations shall be approved by the District Engineer and be attached to the Permit. The District Traffic Engineer may also require the addition of a Right Turn lane, even when the conditions in Table 4-6 are not met, if roadway geometry or field conditions indicate that the safety of the traveling public would be improved. The recommendation must be documented and approved by the District Traffic Engineer for inclusion with the Permit.

The R/W for accel/decel lanes may be dedicated in fee simple to the Department for the Department to maintain or the applicant must sign an agreement with the Department to maintain the lane to the Department's standards and to hold harmless the Department in the event that section of roadway is identified in any liability action. A Limited Warranty Deed is not acceptable when R/W is donated to the Department. See section 2.5 for details regarding RW dedication procedures.

The pavement specifications for accel/decel lanes must be Georgia DOT Standard Specifications for Construction of Roads and Bridges, or be as described and approved by the Chief Engineer in cases where a lesser design may be acceptable, or where a proposed project is expected to tie in.

4.9.1.2 Minimum Requirements for Left Turn Lanes

Left turn lanes must be constructed at no cost to the Department if the daily site generated Left Turn Volumes (LTV) based on ITE Trip Generation (assuming a reasonable distribution of entry volumes) meet or exceed the values shown in Table 4-7a **Condition 1**. If the LTVs are below the requirements for **Condition 1**, the applicant may be required to construct a Right Hand Passing Lane (see **Figure 4-7** if they meet the criteria in Table 4-7b **Condition 2**. The District Traffic Engineer will use engineering judgment to determine if the field conditions would allow construction of the Right Hand Passing Lane. Passing lane sections fall under the criteria for two or more lanes.

Condition 1

LEFT TURN REQUIREMENTS-FULL CONSTRUCTION				
Posted Speed	2 Lane Routes		More than 2 Lanes on Main Road	
	ADT		ADT	
	<6000	>=6000	<10000	>=10000
35 MPH or Less	300 LTV a day	200 LTV a day	400 LTV a day	300 LTV a day
40 to 50 MPH	250 LTV a day	175 LTV a day	325 LTV a day	250 LTV a day
>= 55 MPH	200 LTV a day	150 LTV a day	250 LTV a day	200 LTV a day

Table 4-7a Minimum Volumes Requiring Left Turn Lanes

Condition 2

LEFT TURN REQUIREMENTS w/Right Hand Passing Lane Option		
Posted Speed	2 Lane Routes only	
	ADT	
	<4000	>=4000
35 MPH or Less	200 LTV a day	125 LTV a day
40 to 45 MPH	100 LTV a day	75 LTV a day
50 to 55 MPH	75 LTV a day	50 LTV a day

Table 4-7b Minimum Volumes Requiring Right Hand Passing Lanes

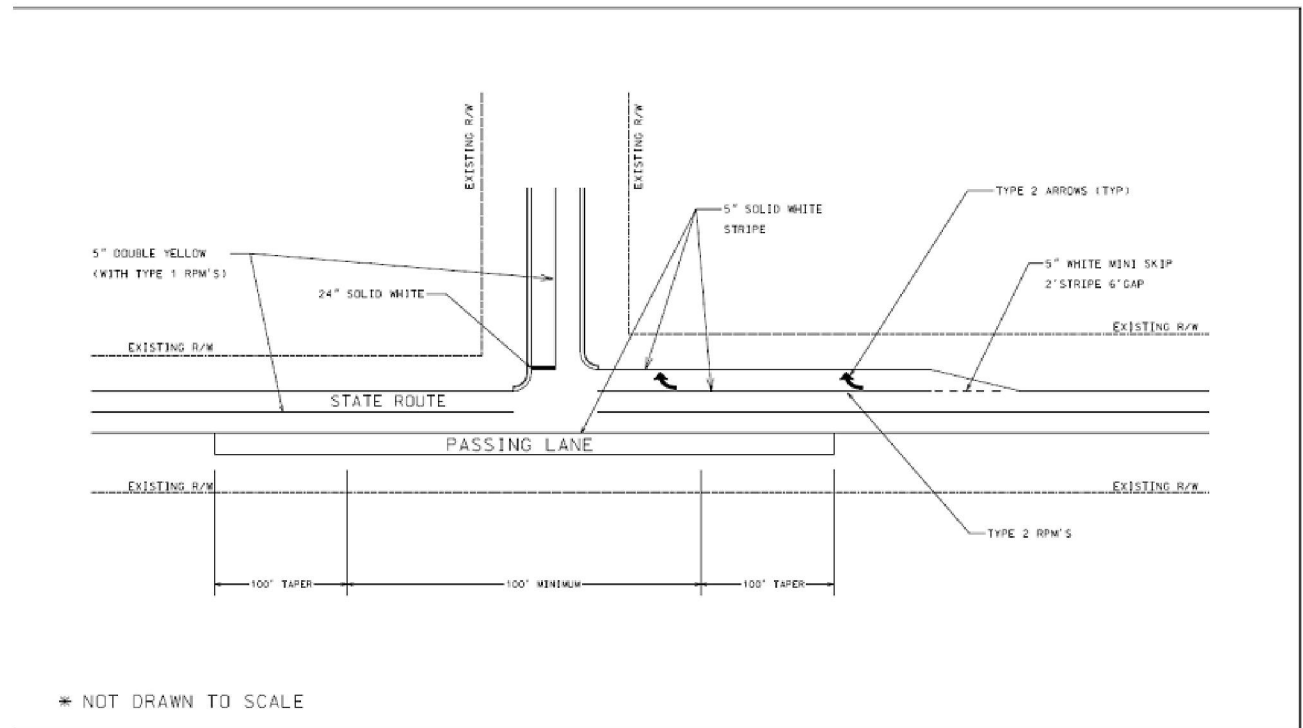


Figure 4-7 Right Hand Passing Lane

In the event the District Traffic Engineer determines that field conditions or other factors indicate that it would be in the best interest of the Department to waive the left turn lane requirement, the District Traffic Engineer must document the recommendations using the form in **Appendix E**. The recommendations shall be approved by the District Traffic Engineer and be attached to the Permit. The District Traffic Engineer may also require the addition of a Left Turn lane, even when the conditions in Table 4-7 are not met, if roadway geometry or field conditions indicate that the safety of the traveling public would be improved. The recommendation must be documented and approved by the District Traffic Engineer for inclusion with the Permit.

4.9.2 Right Turn Lane Lengths

This section provides the design guidelines that should be used to establish the lengths of turn lanes if they are required under the provisions of the previous section.

Under ideal conditions, turn lanes should provide a full-width lane that is long enough to allow for vehicles to decelerate from the operating speed to a full stop in addition to the length of full-width lane that is needed to store vehicles waiting to turn.

Table 4-8 contains guidelines for lengths of tapers (optional) and full-width turn lanes. The taper length in Table 4-8 applies to deceleration right turn lanes only. Guidelines for left turn tapers and lengths are given in Section 4.9.4.

Speed, mph	Full Width Storage, ft.	Taper, ft.
25		50
30	75	50
35	100	50
40	150	50
45	175	100
50	225	100
55	250	100
60	300	100
65	350	100

Table 4-8 Minimum Right Turn Deceleration Lengths

When traffic studies are conducted, the length of full-width lane needed for storage should be determined. If the length of full-width storage is greater than the length of full-width storage shown in Table 4-8, the longer length should be provided.

At signalized intersections, the amount of storage for both right and left turns can be based on the number of vehicles arriving during 1.5 signal cycles.

For unsignalized intersections, left turn storage should accommodate vehicles arriving during a two-minute period. Minimal storage is required for right turn lanes at unsignalized intersections.

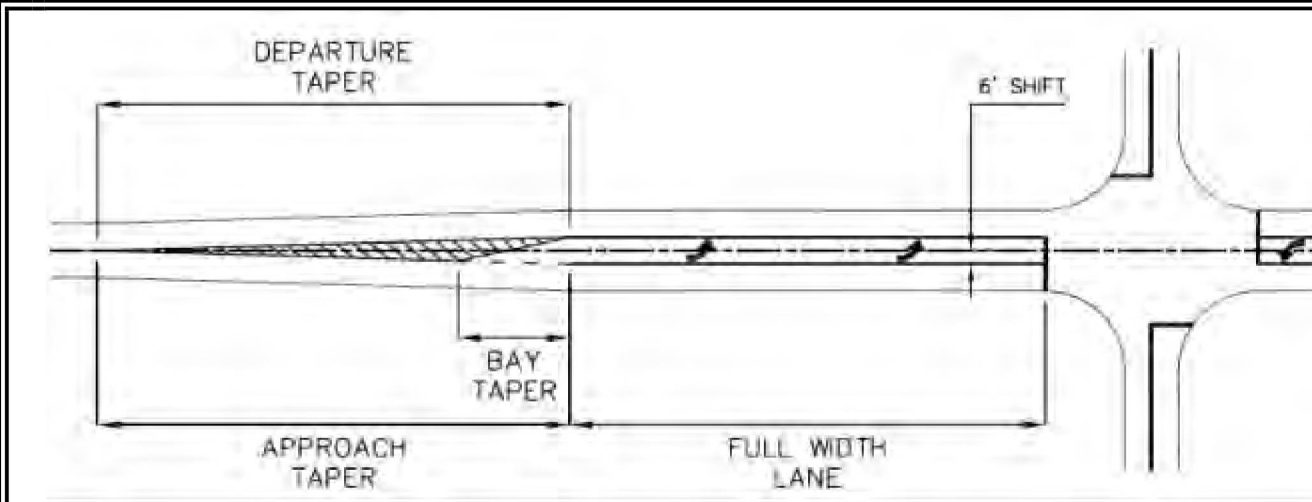
4.9.3 Acceleration Lanes

Acceleration lanes are generally not provided on low speed highways. Acceleration lanes may be required at locations where grade, sight distance or traffic is such that the Department determines they are needed. When operating speeds on the highway are 55 MPH and above, full-width acceleration lanes designed to meet the AASHTO minimum length should be considered.

4.9.4 Left Turn Lane Design

The design of left turn lanes should consider the intended function and the characteristics of the highway. In many cases, it is necessary to widen the existing roadway to introduce the left turn lane. All vehicles approaching the turn lane are shifted to the right. The left turning traffic is then shifted back into the lane. Through traffic is returned to its original lane beyond the intersection. When the highway has a median that is at least 20 feet wide, the left turn lane can be developed out of the median, avoiding the need for transitions.

The basic design elements of left turn lanes are illustrated in Table 4-9. This example shows symmetrical widening, which basically requires the through traffic on each side to shift by one half of the lane width. Some circumstances may dictate that all widening be achieved on one side, which requires a full lane shift for through traffic on the side where the additional width is developed. Table 4-9 provides guidelines for selecting the proper length of approach taper.



POSTED SPEED LIMIT, MPH	APPROACH AND DEPARTURE TAPER, Ft.		BAY TAPER, Ft.	FULL WIDTH STORAGE
	6' Shift	12' Shift		
30	90	180	50	135
35	125	250	50	160
40	160	320	50	210
45	270	540	100	235
50	300	600	100	285
55	330	660	100	310
60	360	720	100	360
65	390	780	100	410

Table 4-9 Minimum Design Elements of Left Turn Lanes

The example shown in Table 4-9 has straight-line tapers. These are acceptable but other designs may also be used, including the following: partial tangent tapers, symmetrical reverse curve, and asymmetrical reverse curve. See latest edition of AASHTO green book for details.

The required length of full-width storage is based on the peak hour traffic volumes. This should be determined in the traffic study. The amount of storage is dependent on the type of traffic control in effect. For signalized intersections, the storage should be sufficient to accommodate the number of vehicles arriving during 1.5 signal cycles, using peak hour volumes. At stop-controlled intersections, the storage is typically based on the number of vehicles arriving during a two-minute period within the peak hour.

4.9.5 Dual Left Turn Lanes

Dual left turn lanes are often needed to satisfy high volume demands. Capacity analysis should be used to identify the need for dual left turn lanes. Dual left turn lanes are typically considered when the peak hour left turn volume is 300 vehicles or greater.

The decision to use dual left turn lanes should consider the off-peak periods as well as the peak periods. The off-peak periods may be adversely affected, since the use of dual left turn lanes typically precludes permissive left turns.

If dual left turn lanes are included in the design, the following design guidelines should be considered:

- Because of off tracking and the added difficulty involving two-abreast turns, a minimum 30' throat-width should be provided through the intersection.
- Pavement markings should be provided to guide the path of the turning vehicles.
- The design should be checked to ensure that conflicts are minimized between opposing left turn maneuvers. Figure 4-8, Example "A" shows an optional layout of marking for opposing dual left turn lanes. This layout provides an additional 10' of width for the inside left turns to pass.
- When dual left turn lanes are located opposite from an approach that does not have a dual left turn lane, the design should minimize the lateral offset for vehicles traveling straight through the intersection. This can be accomplished by providing a median or striped-out area opposite the dual left turn lane. See Figure 4-8, Example "B" as an option of design.

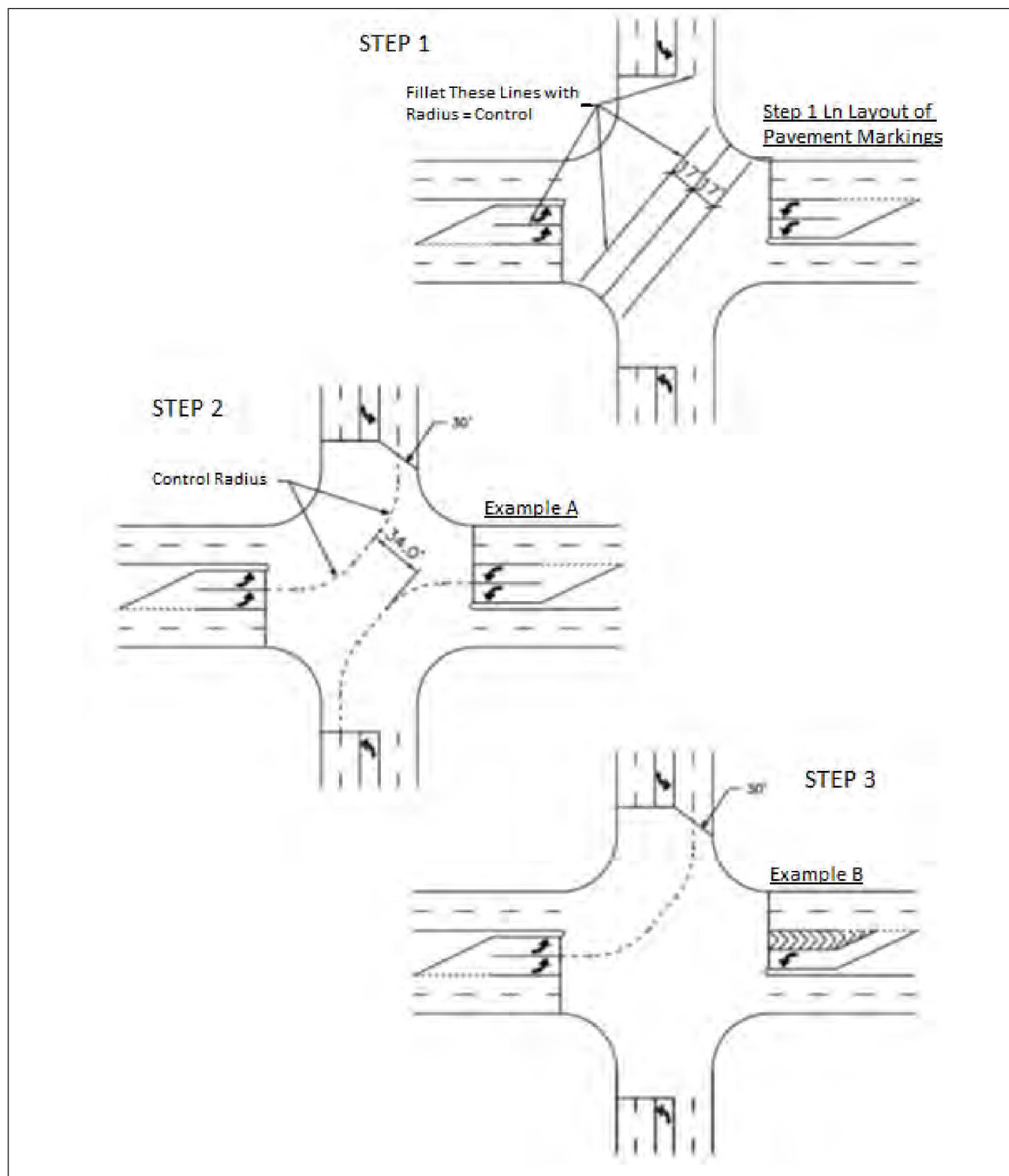


Figure 4-8 Design of Dual Left Turn Lanes

4.10 Raised Islands

Islands are an important form of intersection channelization that is often needed to accomplish the following objectives:

- Prohibit undesirable movements,
- Define the paths of allowed movements, and
- Provide a refuge area for pedestrians.

Raised islands should be large enough to command attention and accommodate wheelchairs. The smallest raised island should have an area of 75 square feet. However, 150 square feet or more is desirable. (Refer to revised ADA standards)

When multiple crosswalks are required to pass through islands, the required size may exceed the 75 square feet mentioned above. The additional area may be required to install wheelchair ramps. As an alternate to ramps, the pedestrian travel way can be “slotted” through the island, remaining on the grade of the roadway.

Figure 4-9 shows a typical design for a raised corner island at a two-lane driveway. This design uses a radius of 65' and provides an island of sufficient size for wheelchair ramps and level landings.

Figure 4-9 also contains a median island along the driveway. This drawing should not imply that median islands or corner islands are required for all driveways. However, large painted islands may not serve the intended channelization purpose and the type island to be used should be based on the actual circumstances of the site.

Raised islands should be offset from the edge of the adjacent travel lane on all sides. When raised islands are adjacent to highways with posted speed limits at or below 45 MPH, the amount of offset should be 4' desirable, 2' minimum. When raised islands are adjacent to highways with posted speed limits above 45 MPH, the island shall be offset from the edge of the highway by a minimum distance of 10'.

4.10.1 Right-In / Right-Out Driveways

Raised islands are also typically used to channelize the movements at a driveway where only right turns are allowed. The raised island is an effective means of preventing left turns. Figure 4-10 provides a typical design for right turn only islands. All sign posts to be placed within concrete area must have hole through pavement structure. The hole may be formed, drilled or sawed.

A center raised concrete median shall be placed on the State Route in conjunction with the construction of a right in/right out driveway in the event the District Traffic Engineer determines that field conditions or other factors indicate the need for such median to help prevent left turn movements at the driveway.

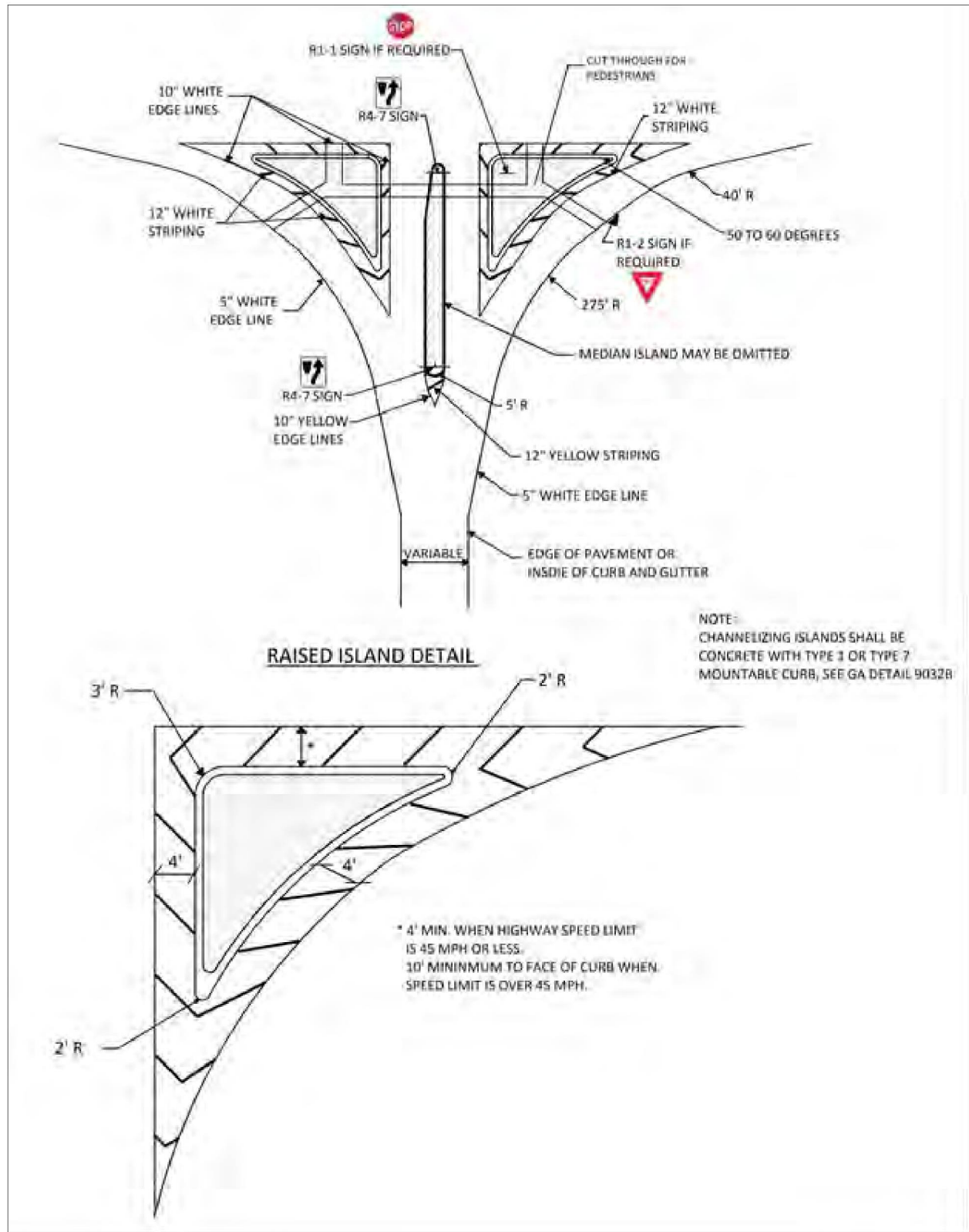


Figure 4-9 Design of Raised Islands

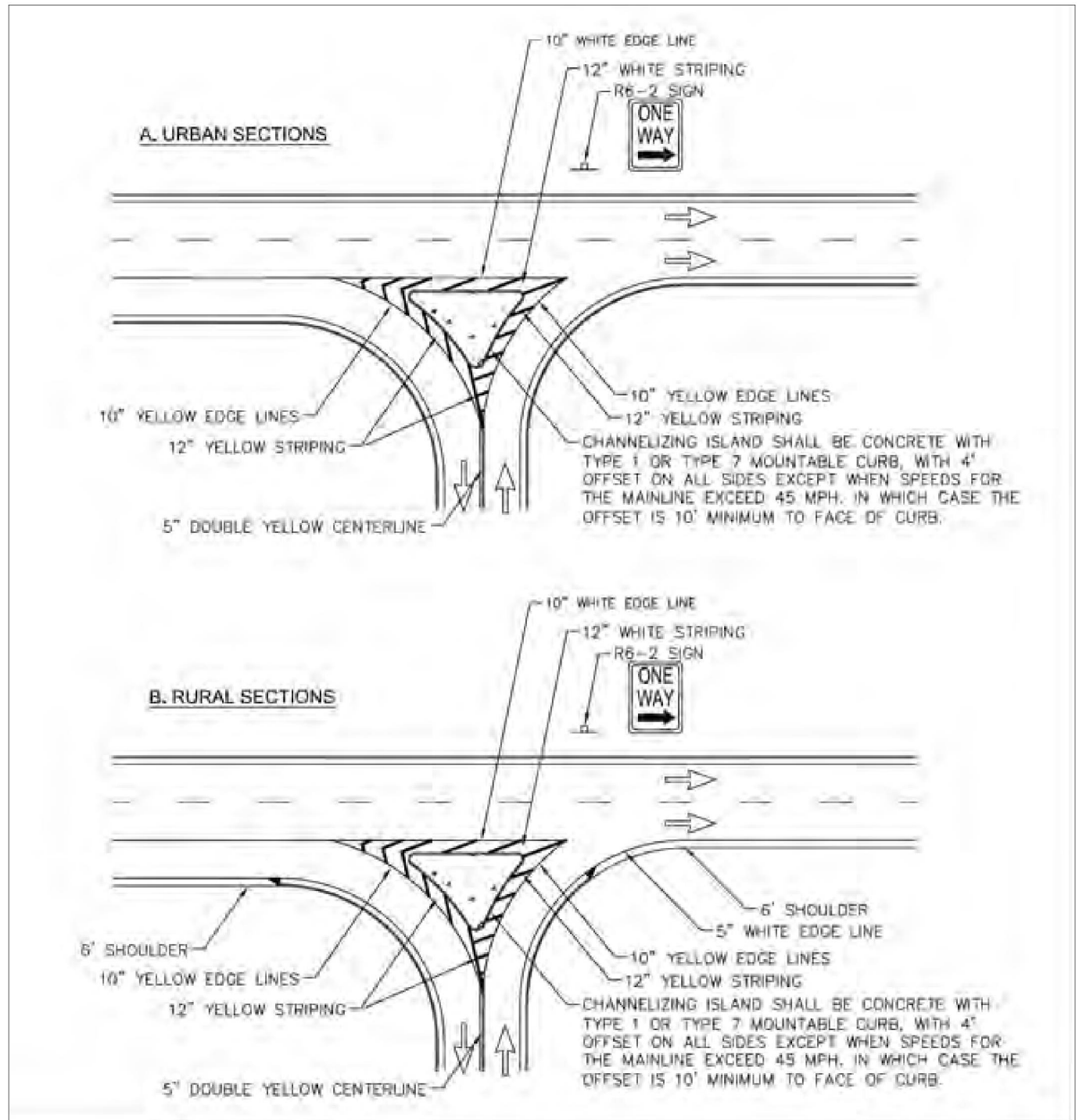


Figure 4-10 Typical Right-In / Right-Out Driveway Islands

4.11 Pedestrian Considerations

When driveways are constructed in areas where pedestrian activity is not prohibited, the design should adequately provide for pedestrian movement and interaction with vehicular traffic. Pedestrian features that should be considered include sidewalks, crosswalks, traffic control features, and curb ramps are required. The [Americans with Disabilities Act Accessibility Guidelines](#) must be utilized where pedestrian traffic is expected.

Figure 4-11 contains typical locations for curb cut ramps. Ramps are required at all pedestrian crosswalks where curb is constructed or replaced. Ramps must be constructed on each side of a crosswalk to provide a continuous ADA accessible pathway. When ramps are constructed at an intersection, all corners of the intersections must have ramps installed.

The required crosswalk detail is also shown in Figure 4-11. See current Department Construction Details for the appropriate treatment. Refer to Pedestrian & Streetscape Guide.

Figure 4-12 contains typical locations for ramps in raised concrete traffic islands.

4.12 Pavement Design

All construction, within the right of way, of surfaces intended for travel by motorized vehicles shall be paved.

The pavement specification of auxiliary lanes on State Highways shall be the Georgia DOT [Pavement Design](#), or the typical of the existing roadway, whichever is less.

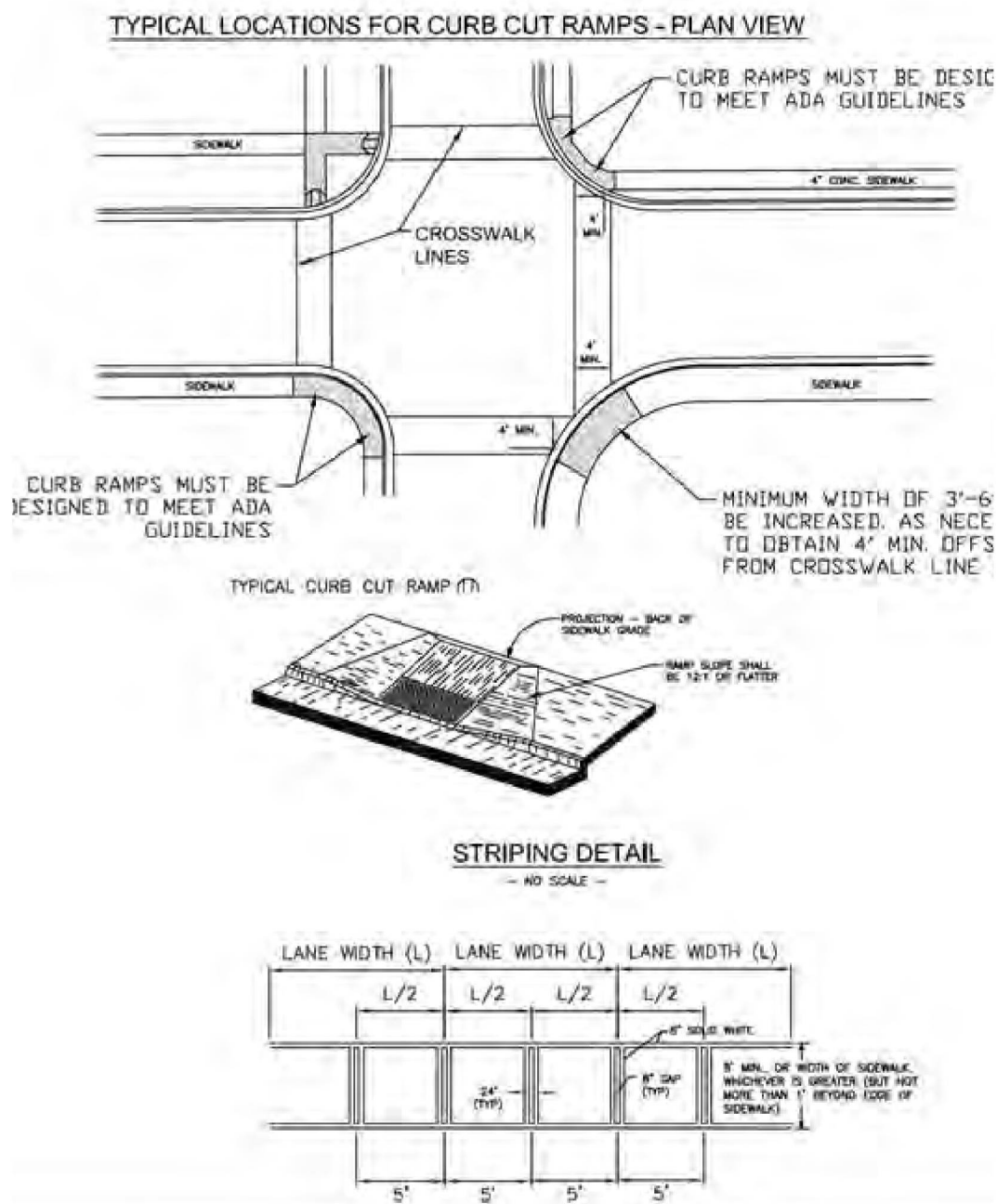


Figure 4-11 Typical Crosswalk Details

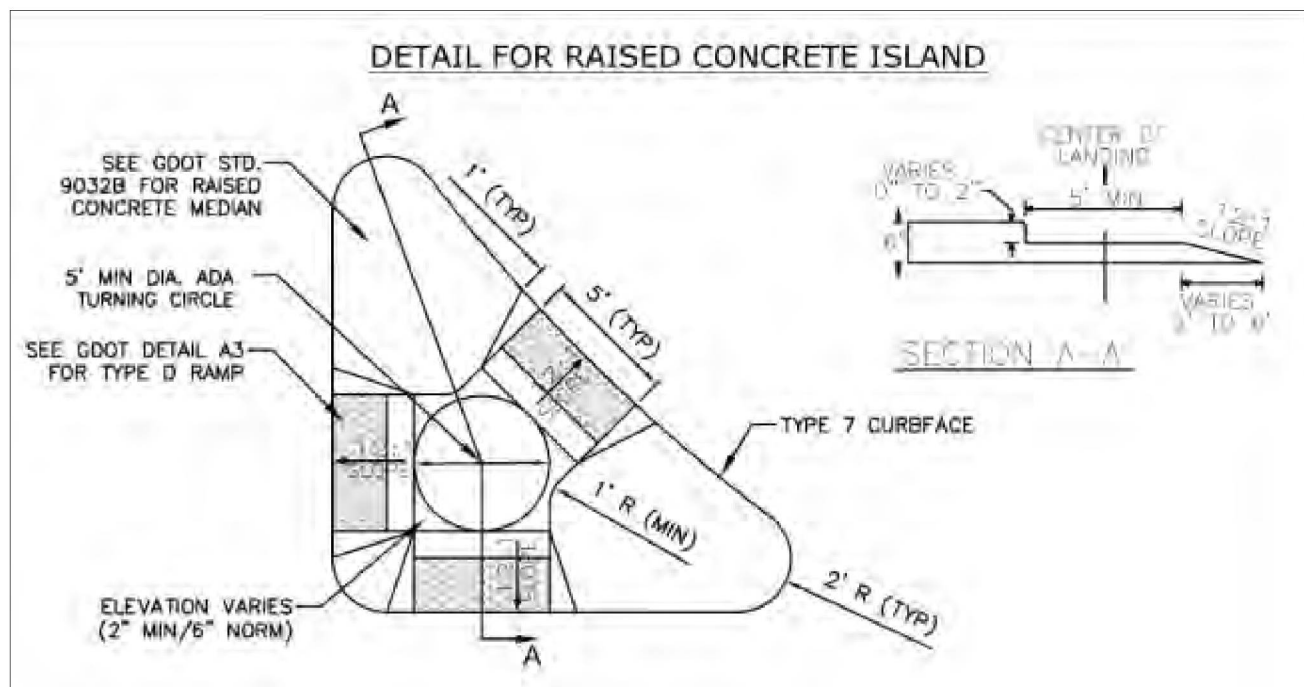


Figure 4-12 Raised Concrete Island with Ramps

(Semi-Depressed)

4.13 Clear Zone Requirements

AASHTO publishes a Roadside Design Guide that should be used as a reference when designing driveways.

Table 4-10 provides the clear zone distances as contained in the Roadside Design Guide. Driveways must be designed so that all areas within the Highway Right of Way have clear zones as defined in Table 4-10.

(from AASHTO 2011 Roadside Design Guide)

DESIGN SPEED MPH	DESIGN ADT	FILL SLOPES			CUT SLOPES		
		6:1 or Flatter	5:1 to 4:1	3:1	3:1	5:1 to 4:1	6:1 or Flatter
40 OR LESS	< 1500	10-12	12-14	**	12-14	12-14	12-14
	1500 – 6000	12-14	14-16	**	14-16	14-16	14-16
	> 6000	14-16	16-18	**	16-18	16-18	16-18
45 – 50	< 1500	14-16	16-20	**	10-12	12-14	14-16
	1500 – 6000	16-18	20-26	**	12-14	14-16	16-18
	> 6000	20-22	24-28	**	14-16	18-20	20-22
55	< 1500	16-18	20-24	**	10-12	14-16	16-18
	1500 – 6000	20-22	24-30	**	14-16	16-18	20-22
	> 6000	22-24	26-32*	**	16-18	20-22	22-24
60	< 1500	20-24	26-32*	**	12-14	16-18	20-22
	1500 – 6000	26-30	32-40*	**	14-18	18-22	24-26
	> 6000	30-32*	36-44*	**	20-22	24-26	26-28
65 - 70	Under 1500	24-26	28-36*	**	12-16	18-20	20-22
	1500 – 6000	28-32*	34-42*	**	16-20	22-24	26-28
	Over 6000	30-34*	38-46*	**	22-24	26-30	28-30

Table 4-10 Clear Zone Distances (In Feet from Edge of Traveled Way)

Notes: * Clear zones may be limited to 30' for practicality and to provide a consistent roadway template if previous experience with similar designs indicates satisfactory performance. Greater clear zone distances may be provided where indicated by crash history.

** Fixed objects should not be present in the vicinity of the toe of these slopes. The width of the recovery zones should consider a number of factors including right of way availability, environmental concerns, economic factors, safety needs, and accident history.

All areas located within the clear zones should remain clear of obstructions such as bridge abutments, poles, trees, etc. If obstructions are unavoidable, the design should include appropriate protection such as break-away design, guardrail installation, safety end treatments on culverts, etc. The Roadside Design Guide includes a table for horizontal curve adjustments, where the clear zone correction factor is applied to the outside of curves only. Curves flatter than a 2860 foot radius do not require an adjusted clear zone. Guardrails must be kept free of nearby vegetation to allow for maintenance.

4.14 Right of Way Requirements

In order to construct driveways, it is often necessary to construct improvements to the State Highway. These improvements typically include the addition of lanes along the State Highway such as a deceleration lane, or traffic signal equipment.

If sufficient right of way exists, improvements to the State Highway will be permitted without the requirement of additional right of way. In urban sections, the face of curb along the State Highway should be no closer than 14' from the right of way. In rural sections, the point located one-half way up the back slope should be on or within the right of way line. Sufficient right of way should be donated to the Department for the deceleration lane/ commercial driveway, roundabout design, or right of way miters for traffic signal strain poles and equipment. Paving specifications to match existing pavement or better should be full-depth to the right of way line. NOTE: Depths may be reduced, if field conditions warrant.

If additional right of way is required in order to construct the required improvements, the applicant must dedicate the right of way. The applicant must record the plat and legal description at the County Courthouse and provide the original copy to the appropriate Traffic Engineer. See section 2.5 for details regarding RW dedication procedures.

If existing utility easements are within the required right of way, the applicant must arrange for a replacement easement with written acceptance from the utility. At the discretion of the District Utilities Engineer or State Utilities Engineer, an Easement Limited Agreement may need to be executed by the Department on a form acceptable to the Department and utility. All right of way and utility issues shall be completed prior to the issuance of the permit.

Chapter 5. Signing and Marking - Contents

Chapter 5. Signing and Marking - Contents.....	5-i
5.1 Signing.....	5-1
5.2 Pavement Marking	5-2

Chapter 5. Signing and Marking

All signing and pavement marking must be designed and installed in conformance with the latest edition of the [Manual on Uniform Traffic Control Devices](#). Reference is also made to the [GDOT Signing and Marking Design Guidelines](#), current edition, which is available from the Office of Traffic Safety and Design.

5.1 Signing

All traffic signs shall be made using reflective sheeting mounted to aluminum panels (normally Type 1 panels) in accordance with Georgia Standard Specifications.

All sign posts to be placed within concrete area must have 6" wide diameter space through substructure.

All signs, except as noted below, shall be fabricated using Type III (High Intensity) reflective sheeting.

All warning signs, red series regulatory signs, including Stop, Yield, and Do Not Enter signs shall be fabricated from Type IX (type 9 Wide Angle Prismatic) reflective sheeting.

Stop signs and Yield signs on all approaches to State Highways shall be 36" in width.

"No Parking" signs, R8-3 (24"x24"), shall be installed on all deceleration lanes constructed in conjunction with driveway permits. One sign is required at the beginning of full-width deceleration lanes that are not longer than 200'. Additional signs should be installed for each additional 200' of length.

Signs installed in conjunction with driveway permits are installed using either Types 7, 8, or 9 Square Tubing. Table 5-1 provides guidelines for selecting the post type.

Signs shall be mounted at a height of 7 feet above the edge of pavement to bottom of the sign. Signs shall be setback from the edge of pavement by 12 feet or 6 feet from a paved shoulder (whichever is greater). The clearance to non-mountable curbs should be at least 2 feet.

SIGN CENTROID IS DISTANCE FROM GROUND LEVEL TO BOTTOM OF SIGN PLUS HALF THE HEIGHT OF THE SIGN.

Sign Centroid	GROUND MOUNTED BREAKAWAY SIGN SUPPORT NOT REQUIRED				GROUND MOUNTED BREAKAWAY SIGN SUPPORT REQUIRED				
	TYPE 7 2" 14 GA.		Type 9 2-1/4" 14 ga.	TYPE 8 2-1/2" 12 ga.	TYPE 8 2-1/2" 12 ga.		TYPE 8 w/ TYPE 9 inset* 2-1/2" 12 ga. W/2-1/4" ga.		
	1 POST	2 POST	1 POST	1 POST	2 POST	3 POST	1 POST	2 POST	3 POST
	SQUARE FOOTAGE				SQUARE FOOTAGE				
6'	13.50	27.00	19.25	30.00	60.00	90.00	49.25	98.50	147.75
7'	11.60	23.20	16.50	25.75	51.50	77.25	42.25	84.50	126.75
8'	10.15	20.30	14.45	22.55	45.10	67.65	37.00	74.00	111.00
9'	9.00	18.00	12.85	20.00	40.00	60.00	32.85	65.70	98.55
10'	8.10	16.20	11.50	18.00	36.00	54.00	29.55	59.10	88.65
11'	7.40	14.80	10.50	16.40	32.80	49.20	26.90	53.80	80.70
12'	6.80	13.60	9.65	15.00	30.00	45.00	24.65	49.30	73.95
13'	6.25	12.50	8.90	13.85	27.70	41.55	22.75	45.50	68.25
14'	5.80	11.60	8.25	12.90	25.80	38.70	21.15	42.30	63.45
15'	5.00	10.00	6.45	10.10	20.20	30.30	16.55	33.10	49.65
16'	4.70	9.40	6.05	9.45	18.90	28.35	15.50	31.00	46.50
17'	4.40	8.80	5.70	8.90	17.80	26.70	14.60	29.20	43.80
18'	4.15	8.30	5.40	8.40	16.80	25.20	13.80	27.60	41.40
19'	3.95	7.90	5.10	7.95	15.90	23.85	13.05	26.10	39.15
20'	3.75	7.50	4.85	7.55	15.10	22.65	12.40	24.80	37.20

EXAMPLE: 24" x 48" SIGN THAT IS 7 FEET FROM GROUND TO BOTTOM OF SIGN. ADD HALF OF 48" (24" OR 2 FT) PLUS 7 FT. = 9' CENTROID.

SIGN PLATE SHALL NOT EXCEED 48" IN WIDTH ON A SINGLE POST.

* TYPE 9 INSERT SHALL BE A CONTINUOUS POST INSERTED INTO THE TYPE 8 POST WHERE REQUIRED. THE INSERT POST SHALL EXTEND FROM THE BOTTOM OF THE SLIP BASE UPPER ASSEMBLY TO 4" BELOW THE BOTTOM OF THE SIGN. THE INSERT POST SHALL NOT EXTEND ABOVE THE BOTTOM OF THE SIGN. PAYMENT FOR THE INSERT POST SHALL BE PER LINEAR FOOT OF TYPE 9 POST.

GROUND MOUNTED BREAKAWAY SIGN SUPPORT SHALL BE MEASURED PER EACH COMPLETE IN PLACE, AND SHALL BE PAID FOR AT THE UNIT PRICE. MEASUREMENT FOR PAYMENT SHALL INCLUDE THE UPPER AND LOWER ASSEMBLY, STUB POST, CLASS "A" CONCRETE, AND ALL HARDWARE NECESSARY TO COMPLETE THE INSTALLATION.

Table 5-1 Types of Posts for Various Signs

5.2 Pavement Marking

Pavement markings are required to separate lanes of travel and should be used along all edges of pavement. The following guidelines are provided for designing and installing pavement markings for driveways:

- All pavement markings installed on asphalt within the public right-of-way shall be thermoplastic material; 1.5" black contrast tape shall be installed for crosswalks on concrete.
- Lane lines are generally 5" (white),
- Stop lines should be 24" (white),
- Center lines should be 5" double yellow,
- Deceleration lanes and left turn lanes should have turn arrows (Type 2) spaced every 100',
- Deceleration lanes do not require "Right Lane Must Turn Right" signs or "ONLY" pavement markings unless it is a through lane drop or trap lane.
- New construction should install 5" white edge lines, including at new curb & gutter.
- Raised pavement markers (RPMs) shall be installed for all new construction on roadways with existing RPMs.
- Crosswalks should use the current Georgia DOT standard (see Figure 4-11).
- Refer to [Pedestrian & Streetscape Guide](#).

Chapter 6. Drainage Design - Contents

Chapter 6. Drainage Design - Contents	6-i
6.1 Hydrology Reports	6-1
6.1.1 Drainage Areas	6-2
6.1.2 Runoff Determination	6-2
6.2 Drainage Design	6-2
6.2.1 On-Site Detention Systems	6-2
6.2.2 Driveway Drainage	6-2
6.2.3 Discharge into State Highway System	6-3
6.2.4 Miscellaneous Design Requirements	6-3

Chapter 6. Drainage Designs

Driveways that connect to the State Highway System must include drainage design that is functionally consistent with the drainage system of the highway. Drainage design for driveways should be consistent with the Georgia DOT [Drainage Manual for Highways](#), current edition.

The following sections will summarize the drainage requirements for driveways, but the designer should consult the GDOT Drainage Manual for details of drainage calculations and design methodology.

6.1 Hydrology Reports

It is the responsibility of the applicant to provide appropriate drainage calculations and engineering design to prevent drainage problems arising due to increased runoff from developments. A hydrology report may be waived by the District Engineer or their designee for any commercial driveway permits.

Hydrology reports must be prepared under the supervision of an engineer registered in Georgia who must stamp and sign the report. The report must clearly show the drainage areas and the required runoff computations. A statement must be included that runoff conditions have been estimated in accordance with the GDOT Drainage Manual and that all drainage elements have been designed to accommodate the required discharge.

The general requirements of the hydrology reports are summarized in Table 6-1.

ITEM	NOTES
Runoff Calculations	Provide for each required storm frequency for both pre-developed and post-developed conditions 2, 5, 10, 25, 50, and 100 yr. storms.
Design of Structures	Provide design calculations for both inlet and outlet control.
Detention	If the post-developed discharge into the State Highway System is greater than pre-developed discharge, detention calculations must be provided.
Gutter Spread	Gutter spread calculations are required for the driveway if curb and gutter or header curb is used.

Table 6-1 General Requirements of Hydrology Reports

Separate drainage calculations must be provided for the pre-developed condition and for the proposed development. The report should clearly describe both conditions and give the area of each type of surface within the drainage area, including grassed, wooded, paved, etc. The runoff coefficients to be used in the calculations should be clearly stated.

The report should show the direction of runoff for both pre- and post-development conditions. The discharge points for each area must be provided.

The time of concentration should be given for each required storm frequency. The times for different types of flow (as outlined in DOT Drainage Manual) should be shown. Calculations shall be provided for all drainage structures for both inlet and outlet control. The calculations must be provided in report format and shall show the high water elevation above the inlet of the pipe or above the flow line of the grate.

6.1.1 Drainage Areas

Drainage areas should be outlined on county maps, aerial photographs, US Geological Survey contour maps, or other specially prepared maps. For municipal-type construction, city maps or other specially prepared maps should be marked to show the boundaries of the total area contributing to the project. The direction of flow should be marked using arrows.

It is often necessary to determine elevations to accurately show flow directions in gutters and along paved parking areas.

The elevation or difference in height between the most remote point in the drainage area and the inlet flow line of the drainage structure must be shown. Similarly, the maximum length of travel that water must flow from the most remote point must be shown.

6.1.2 Runoff Determination

The applicant's engineer should use the best method available for determining the storm runoff. For drainage areas up to 64 acres, (depending on the region) the rational method is recommended. For drainage areas greater in size, see GDOT Drainage Manual or USGS Publications: Flood-Frequency relations for urban streams and or techniques for estimating magnitude and frequency of floods in rural basins or Georgia. The drainage manual contains information that can be used to select the runoff coefficient based on the slope and surface of the drainage area and the soil type in the area. Methods for determining concentration times and rainfall intensity for certain storms and times of concentration are also provided in the drainage manual.

6.2 Drainage Design

Drainage design for driveways may include any or all of the following: on-site detention systems, drainage systems along the driveway, and connection to the highway drainage system.

6.2.1 On-Site Detention Systems

When the rate of discharge from the proposed development to the State Highway System is less than the rate at which runoff was discharged prior to the development, then detention is not required. Any discharge that exceeds the amount of runoff by 1cfs at post development detention must be provided on the development site.

Detention ponds, if required, must be designed to accommodate the 2, 5, 10, 25, 50, & 100-year storm frequencies unless the local government has more stringent requirements.

The outlet structure of the detention pond must be designed to pass the 100-year storm flow without overtopping.

6.2.2 Driveway Drainage

Driveways should be designed with a low point prior to the connection with the State Highway so that surface flow will not run across the highway. However, in some cases this is not practical such as when the highway is in super elevation. In these instances, the design should minimize the surface flow into the highway. This may require grated inlets into driveway culverts when the drainage system involves ditches. For surface systems, the addition of catch basins may be necessary to minimize gutter spread. Under these conditions, a minimum of one set of catch basins

will generally be required prior to the highway connection unless gutter spread calculations indicate the need for more. Drainage inlets or catch basins may not be placed in or directly adjacent to the radius.

Ditches along driveways must be designed to accommodate the 25-year storm. Ditches must be designed and constructed to minimize erosion in accordance with provisions of the latest Georgia DOT Erosion Control Guidelines. If velocities exceed those permissible for grass lining, an alternate design must be used such as piping or paving the channel.

Side drain drainage systems along driveways must be designed for the 25-year storm. Curb inlets and grated inlets must accommodate the 10-year storm. The design must provide for inlets as needed to limit water spread to one-half of the outside travel lane.

6.2.3 Discharge into State Highway System

The design calculations must address any component of the State Highway Drainage System that will receive additional discharge above the pre-developed condition. When pipes are connected to the highway system, the pipe as well as the junction box must be designed for the 50-year storm.

Any additional surface flows from the development that drain onto the highway must be accounted for in the hydrology report. The calculations must ensure that gutter spread in the post-development condition does not go beyond one-half of the outside lane.

6.2.4 Miscellaneous Design Requirements

All pipes 48" and larger must have an inlet and an outlet headwall. Only safety headwalls or those specifically approved by the District Engineer are allowed. All side drain pipes up to 48" should have safety grate end treatments, unless located outside the clear zone or behind guardrail.

All cross drain pipes less than 48" located within the clear zone, as specified in the Road Design Guide, shall have safety inlets with grates.

In general, all structures that are to be extended should be extended in like kind, i.e. a box culvert with a box culvert. If special circumstances dictate otherwise, the applicant's engineer must demonstrate that the alternate design has equal or greater capacity than the existing structure.

If additional fill material is placed over an existing structure, it must be analyzed for strength to carry the additional load.

The following minimum sizes should be used for drainage structures on the State Highway System:

- Box Culverts – 4' x 4'
- Cross Drain and Side Drain Pipes – 18"

Minimum clearance over structures is 1' between the bottom of the sub pavement structure to the exterior crown of the pipe.

Pipes should have a minimum clearance of 0.5' to any underground utility.

Pipe material used for commercial driveways within the right of way shall be concrete. HDPE may be used in accordance with the cross drain requirements for GDOT Construction Standard 1030P, if approved by the District Traffic Engineer prior to construction.

Pipe material used for residential driveways within the right of way shall be corrugated metal pipe, concrete, or GDOT Std. 1030P HDPE if approved by the District Traffic Engineer prior to construction.

Chapter 7. Special Encroachments - Contents

Chapter 7. Special Encroachments - Contents.....	7-i
7.1 Purpose	7-1
7.2 Scope	7-1
7.3 Allowable Encroachment Activities.....	7-1
7.3.1 Replacement of Limits of Access (L/A) Fence.....	7-2
7.3.2 Grading / Excavating.....	7-2
7.3.3 Aesthetics, Landscaping, Roadside Development and Maintenance	7-3
7.3.4 Groundwater Monitoring Wells.....	7-3
7.3.5 Film Production Activities.....	7-3
7.3.6 Race and Run Activities.....	7-4
7.3.7 Other Miscellaneous Activities	7-5
7.4 Grading and Landscape Permit Considerations	7-5
7.4.1 Mitigation	7-7
7.5 Special Encroachment Permit Procedures.....	7-7
7.5.1 Preliminary Plan Submittal.....	7-7
7.5.2 Initial GDOT Review Responsibilities	7-8
7.5.3 General Office Review & Approval for Encroachment Permits on Limited Access & Interstate R/W	7-9
7.5.4 Appeals.....	7-9
7.5.5 Conditions of Permit.....	7-10
7.6 Plan Requirements for Special Encroachments	7-10
7.7 Inspection and Acceptance of Work.....	7-12

Chapter 7. Special Encroachments

7.1 Purpose

This chapter describes the Department's process and standard of review to allow other entities to grade, landscape or otherwise conduct roadside encroachment activity within, under, or over State Highway and other limited access R/W. These actions will be allowed by permit from the Department as described in this document. Refer to GDOT Policies 6755-9 and 6755-11 for additional information.

7.2 Scope

The following activities are exempt from permits, but will still be required to comply with requirements in the GDOT Policy 6755-9:

- Contractors under a State Highway construction contract with GDOT and operating within their contract limits,
- Consultants under GDOT contract,
- Local agency forces with a maintenance agreement operating within their jurisdictional boundaries and within the scope of their maintenance responsibilities. Litter pick-up groups that have registered or receive oversight through the Adopt-A-Highway or Sponsor-A-Highway programs administered by the Office of Maintenance.
- **Billboard companies operating within the limits of a Vegetation Management at Outdoor Advertising signs permit.**

No encroachment activity is allowed prior to obtaining a Special Encroachment Permit.

Any special encroachment permits that may be issued by the Department affecting the operation of Interstate R/W are subject to review and approval by the Federal Highway Administration (FHWA) before they are issued by GDOT. The FHWA has final approval authority.

There is no real or implied commitment intended in this policy to require the Department to issue a permit for any work on limited access R/W. Special Encroachments will generally not be allowed on active construction projects.

An encroachment permit is not a property right. It authorizes only the applicant or the applicant's agent to perform work. The applicant may not transfer or assign a permit to another party.

The responsibility for maintenance of permitted roadside landscape activities that are constructed on the R/W by entities other than the Department shall be borne by the permit entity.

7.3 Allowable Encroachment Activities

It is the desire of the Department to balance the requests of local government agencies, organizations, and owners of property adjacent to the interstate highways and other freeways and State Routes while providing a facility that possesses the optimum of utility, safety, beauty resource protection, and economy. The following sections describe the general requirements and the types of activities that may be allowed.

7.3.1 Replacement of Limits of Access (L/A) Fence

All L/A fencing removed during construction must be replaced. If not removed during construction, replacement of L/A fencing may be considered for the following reasons:

1. To provide greater protection from R/W encroachments from adjacent property as well as improve security for adjacent development.

The replacement shall be in conformance with the following:

1. The L/A fence must be replaced with Georgia DOT standard fencing, in like kind or 6' chain link, or as directed by the Engineer, along the original location. The applicant must either replace the L/A fence at the end of each day of work or install a temporary construction fence.
2. No gates will be allowed along the L/A on interstate rights of way.
3. If fencing other than the standard woven wire or chain link in conformance to GDOT standards is proposed, it must be installed a minimum of one foot inside the applicant's property and the applicant must agree to maintain the fence. (L/A fence must be in place.) Submit fence detail. The fence must be approved by Department prior to installation.
4. The fence must be replaced, if removed by the applicant.

7.3.2 Grading / Excavating

The elevation of the roadway may affect the ability of the adjacent property owner to fully utilize their property. In those cases, changes to the grade of the roadway R/W may be a less expensive option than the construction of a retaining structure outside the R/W. Where there is a documented benefit to the Department, applicants may be permitted to grade the right of way to reduce the cost of development. **Grading that requires tree removal within 500 feet of an outdoor advertisement sign is prohibited. For information about vegetation removal at signs, refer to the Policy and Procedures document [6170 Vegetation Management at Outdoor Advertising Signs](#).**

The following general requirements for grading or excavating must be adhered to:

1. Typically, if an earth embankment is in place, it may be lowered but not totally removed. In "cut" sections a berm of 4' to 6' in height may be required between the roadway ditch or curb and the right of way line to prevent headlight glare from adjacent properties onto the roadway.
2. All slopes associated with allowable grading on GDOT R/W shall be 4:1 or flatter.
3. Reimbursement for soil removal from GDOT R/W shall be at a current rate determined by the local GDOT Area Engineer's Office per cu/yd. The Area Engineer's Office may elect to have the applicant deliver the soil to a specified location for use by GDOT in lieu reimbursement.
4. Mitigation or re-vegetation for vegetation removal, grading, or disturbance is required. Refer to the Policies and Procedures document [6755-9 Policy for Landscaping and Enhancements on the GDOT Right of Way](#).

7.3.3 Aesthetics, Landscaping, Roadside Development and Maintenance

Treatment of the highway or transportation facility and the roadside may be considered to conserve, enhance, and effectively display the indigenous character and quality of the environment it passes through by means of proper design, construction, and maintenance of their related features.

All landscaping, roadside development and maintenance shall conform to Georgia Standard Specifications, these procedures, and any procedures and manuals maintained by the Office of Maintenance. Copies of the Guide may be obtained by contacting the Office of Maintenance. The Policies and Procedures document [6755-9 Policy for Landscaping and Enhancements on the GDOT Right of Way](#).

7.3.4 Groundwater Monitoring Wells

Requests for installation of groundwater monitoring wells on State Routes or on Interstate R/W are transmitted from the District Traffic Operations Offices to the Materials & Research Laboratory for review and approval. Federal Highway Administration approval is not required for ground water monitoring wells within the Interstate R/W.

7.3.5 Film Production Activities

As Georgia has become more popular as a location for television and film, there has been increasing demand for use of the State Highway System for locations. In order to facilitate the timely and orderly review of these requests the Department has established this policy for such uses.

1. An approval is required for all requested use of the Right of Way by a Production Company for filming and related purposes. Approvals are granted by District Traffic Operations. If locations requested are in multiple Districts, a separate approval must be granted for each District. A Special Encroachment Permit may be required for requests with extensive impacts or inspection responsibilities at the discretion of the District Traffic Engineer. District contacts are listed on Exhibit 1.
2. Approvals may be granted for uses of the right of way within the guidelines and Road Use Fees set out in Exhibit 2. If the requested approval does not meet the guidelines or if there are safety concerns or excessive impacts on the travelling public, District Traffic Operations may refuse to grant an approval and request a different location be used.
3. Requests from the Production Company must be made far enough in advance to ensure adequate review and notice. Deadlines for requests are set out in Exhibit 2. Under limited circumstances requests may be expedited, however, no request for lane closures on an interstate or a full road closure on any road can be expedited and no request for any use will be approved on less than 48 hours' notice. The fee for an expedited review is equal to one half day usage for the use requested.
4. Locations within active construction zones cannot be approved without written agreement from the Contractor. In such situations the Production Company is responsible for contacting and making such arrangements directly with the Contractor.
5. Local Government and Law Enforcement must be notified of the intent to use right of way concurrently with the Department. Georgia State Patrol (GSP) must be notified of all

requests on the interstate. The Production Company is responsible for making these contacts and must provide the Department with a primary contact within the Local Government or Law Enforcement entity for coordination purposes.

6. For non-interstate locations, any affected businesses or residents should be notified by the Production Company of the impacts no less than 48 hours before any impacts occur.
7. Each request is site specific; the District offices will determine what if any conditions or special provisions are required for the requested location. This may include, among other things, specific requirements for local law enforcement presence.
8. Proof of insurance must be provided prior to the start of production. The minimum amount of insurance required will be determined by the District, taking into consideration the requested uses and potential impacts.
9. Specific restrictions applicable to all requests:
 - a. No hazardous chemicals may be used on the road or right of way.
 - b. No hazardous chemicals may be used in any manner that will create runoff.
 - c. No materials may be used that may create a hazard for motorists on the road during or after filming
 - d. No water on the road when temperatures are predicted to be below freezing
 - e. Nothing may be used that could create slick conditions or damage the road surface
10. All locations must be returned to same condition upon completion of filming. Failure to return the location in acceptable condition will result in the assessment of damages against the Production Company.
11. Approvals for use of right of way are issued for specific time frames only. Failure to clear a location by the specified time will result in the Production Company being charged a liquidated damages fee as set out in Exhibit 2.

See Appendix F for Exhibit 2, Hold Harmless, Hold Harmless Addendum, and contacts list.

7.3.6 Race and Run Activities

For temporary road or lane closures, or pace activities on State Routes for race/run events, the following procedure will be used:

The event organizer shall submit a letter of request to the appropriate District Engineer, or State Traffic Engineer for events occurring in multiple districts. The letter should include information regarding the date, time, and location of the event, with contact information for the responsible parties. Proposed traffic control and event signing information should be included with the request as well as specific route information details either in the letter or in an attachment.

Events taking place in one district will be reviewed and approved in that district. Events which overlap partially into another district may be reviewed and approved in the district in which the majority of the route occurs, at the discretion of the District Traffic Engineer.

Events in multiple districts will be reviewed and approved in the State Traffic Engineer's office. The route details shall then be reviewed by each of the District Traffic Operations Office and their comments or changes coordinated and provided to the event organizers.

Approval letters will include the following statements:

The approval is only valid for the state routes listed in the submittal. Local roadways require coordination with the appropriate local governments.

The event organizers shall be responsible for all traffic control and security for the state routes, including coordination with police escorts provided by state and local law enforcement agencies, and uniformed police stationed at affected intersections

The event organizers shall be responsible for the installation of temporary signing and the timely removal of the signing from the state routes.

All traffic control and signing shall adhere to the Department's current specifications and the most current edition of the MUTCD for the duration of the closure.

The event organizers and sponsors of this event agree to hold harmless the Georgia Department of Transportation, its officers, agents, and employees from any and all claims for damages during this event.

Distribution of Approval Letter w/Attachments

State Traffic Engineer
District Engineer
District Maintenance Engineer
Area Engineer
District Communications Office
TMC Operations Manager
Oversized Permits Unit

7.3.7 Other Miscellaneous Activities

Requests for activities not addressed specifically by these procedures may be permitted at the discretion of the Department, upon Federal Highway approval as necessary or required. Fund-raising activities that include pedestrians in the travelway on state routes is prohibited.

7.4 Grading and Landscape Permit Considerations

The Department will give consideration for approval of grading and/or landscaping activities based on compatibility with primary use and protection of the State's investment in the highway facility.

Beneficial reasons for encroachment activity may include, but are not limited to the following:

- Improved shoulder or clear zone distances
- Improved drainage
- Elimination of hazards and/or guardrail
- Reduced maintenance costs

Applications are reviewed to determine the impact of the encroachment on the following:

- Safety of motorists, pedestrians, and workers,
- Design, construction, operation, maintenance, or integrity of the highway system,
- Future and on-going highway contracts,
- Aesthetic corridor: regional context,
- Environment, and
- Existing drainage.

An encroachment activity may be considered when there is no cost to the Department and all negative real value changes to the R/W are reimbursed to the Department. Items of real value include the costs for recurring maintenance, material removed, and the value of trees and other vegetation. Encroachments that devalue state right of way are not allowed.

The applicant shall be responsible for all liability for personal injury and property damages for permitted activities. GDOT has no statutory authority to allow private use of highway R/W without compensation.

Permit applications may be acceptable if all the following items are satisfied:

1. GDOT is compensated for removal of soil or vegetation from the R/W.
2. No safety hazard is created.
3. Requirements for mitigation or re-vegetation for tree removal or disturbance are met.
4. No additional maintenance is created.
5. No additional liability is assumed by the State.
6. No transportation use restriction is created.
7. No unwanted easement or other permanent R/W encumbrance is created.
8. Activity will not be detrimental to the future use or expansion of the roadway.
9. A documented benefit to the Department is shown for any tree removal beyond what is required for driveway construction.

Permits will not be issued for encroachments if any of the following conditions exists:

1. The activity adversely affects the safety, capacity or integrity of the State Highway System.
2. The activity compromises or jeopardizes the drainage system on the R/W.
3. The activity is intended to daylight the property or enhances the visibility (within 500') of outdoor advertising signs. In addition, a commitment that outdoor advertising signs will not be placed on the property adjacent to the R/W is required for all permits. Refer to the Policies and Procedures document [6170 Vegetation Management at Outdoor Advertising Signs](#) for more information about vegetation removal at signs.
4. The activity is to grade, remove or prune trees, shrubs and groundcovers when the Director of Operations has determined that the activities will significantly disrupt natural systems, roadside aesthetics, or have other negative impacts on the operation of the highway. Structural integrity and tree health as well as vegetative ground cover for erosion control are

of primary importance to the maintenance of the R/W and shall not be compromised for purposes of grading to reduce development costs, day lighting, or landscaping development activities.

5. Vegetation and/or grading for “daylighting” purposes when there is no benefit to the R/W or traveling public.
6. Encroachment that devalues the state right of way.
7. The applicant has not complied with the provisions of prior permits.
8. The proposal involves removal of vegetation within buffers of state waters. .

7.4.1 Mitigation

For mitigation information refer to the Policies and Procedures document [6755-9 Policy for Landscaping and Enhancements on the GDOT Right of Way](#).

7.5 Special Encroachment Permit Procedures

7.5.1 Preliminary Plan Submittal

All plans developed for a Special Encroachment Permit shall be submitted to the District Traffic Operations Office for review. The District Traffic Operations Manager will be responsible for administration of a thorough plan review among the following District offices or units: Traffic Operations, Roadway Design / Hydraulics, Environment and Location, Right-of-Way/Outdoor Advertising, Utilities and Maintenance. Plans should be reviewed by these offices as needed.

Upon receipt of an application with plans, the District Traffic Operations Manager shall check to ensure that plans and related documents are complete and meet the requirements of this procedure. The District Traffic Operations Manager will distribute plans and related documents to the appropriate units. Each individual unit will be responsible for reviewing plans, checking for compliance with the GDOT standards as they relate to their unit and as discussed in the next section. All comments shall be in written form or clearly marked, directly on the plans, making it simple for the District Traffic Operations Manager to understand. The person making comments from each unit shall sign and print their name and title near the title block of sheet one of the plans.

The applicants will have 90 calendar days to revise the plans. New application submittal packages will be required after 90 days. The applicant shall submit one (1) copy of the revised plans for final review to the District Traffic Operations Manager.

The District Traffic Operations Manager will only check resubmitted plans. The District Traffic Operations Manager should sign the final plans near title block of sheet one. District units will not be required to recheck revised plans, unless the District Traffic Operations Manager requires a unit to recheck a plan prior to final approval. If modifications to the plan are beyond the comments made or a major modification is made for other reasons, the plan should be treated as a preliminary submittal and rechecked by other units.

7.5.2 Initial GDOT Review Responsibilities

The District Traffic Operations Manager will review the encroachment permit plans for conformance with requirements for clear zone, sight distance, pedestrian access, lighting, work zone traffic control plans, and conflicts with proposed and active DOT construction projects. A copy of the plans may be submitted to other District or State Offices for review and comment by these units prior to approval of the permit:

1. **District Design**

This office checks for compliance with the GDOT Drainage Manual and erosion control procedures.

2. **District Utilities Office**

The applicant shall provide the District Traffic Operations Manager with copies of all Utility information including 1.) Utility Encroachment Permits (DOT 8413A), no conflict letters, no facilities letters, or 2.) existing and proposed easements and one review copy of the plans. The District Utilities Engineer shall check for compliance with the Utility Accommodation Policy and Standards Manual, current edition. Once the plans and letters are received, the District Utility Engineer will coordinate with the District Traffic Operations Engineer for approval.

3. **District Right-of-Way**

This office checks for compliance with regulations for limited access.

4. **General Office Maintenance**

The Office of Maintenance – Landscape Architecture Unit checks for compliance with the Policy and Procedures document [6755-9 Policy for Landscaping and Enhancements on the GDOT Right of Way](#) when vegetation removal or new plant material or roadside enhancements are proposed. The may be asked to check for sight distance requirements, vegetation/utility conflicts, clear zone requirements, horizontal clearance requirements, plant maintenance and watering needs, and for exclusion of invasive plant material. Refer to chapters 3 and 4 of this document for information out sight distance and clear zone requirements. This office also checks for the effect of proposed improvements on existing outdoor advertising signs. No landscape or vegetation removal activity shall be permitted within 500' of an existing sign location that affords a sign increased visibility.

5. **General Office Design**

This office will review plans for sites located within planned or active construction projects for conflicts and tie-ins with the project design. Permits approved within active construction projects will require coordination with the GDOT contractor.

6. **General Office Environment and Location**

This office will check for compliance with environmental laws and regulations and determine if a federal Categorical Exclusion (CE) or Programmatic Categorical Exclusion (PCE) may be required. If required, the applicant shall provide information and studies based on the protection and preservation of cultural resources (historic and archaeological), natural resources (wetlands, stream impacts and survey results for Threatened and Endangered

Species), physical environment (air and noise impacts) and evidence of the appropriate environmental permits from other agencies.

7.5.3 General Office Review & Approval for Encroachment Permits on Limited Access & Interstate R/W

When the plans or resubmitted plans have been reviewed by the District Traffic Operations Manager and are determined to be recommendable from the District Office, the applicant shall be required to furnish four or five copies of the plans and sign and execute a Mowing and Maintenance Agreement for final approval.

The District Traffic Operations Manager will transmit a copy of the application and a letter requesting action to the Office of Traffic Operations. This transmittal may include the signed and executed Mowing and Maintenance agreement, appropriate bond or escrow amounts and levels of insurance, District contact name and telephone number, etc. Mowing & Maintenance Agreements can be done after permits' execution.

The Office of Traffic Operations will submit the application to the appropriate offices and the FHWA, if applicable, for review and comment. Comments and proposed changes or conditions will be returned to the Office of Traffic Operations. If plan revisions are necessary, the Office of Traffic Operations will request these revisions from the appropriate District Traffic Operations Office.

The following are exempted from FHWA review:

1. Landscaping projects that meet current policy, Policy and Procedures document [6755-9 Policy for Landscaping and Enhancements on the GDOT Right of Way](#).
2. Installation of groundwater monitoring wells,
3. Engineering services, such as surveying, subsurface investigations, etc., that is being performed for governmental agencies.
4. Utility encroachments, unless they contain an exception to the GDOT Utility Accommodation Policy and Standards (UAPS).

Approval of the permit will include a sign-off by the Division Director of Operations and the Chief Engineer with final approval by the Commissioner. For permits requiring FHWA approval, a copy of the GDOT-approved plans will be sent to FHWA for review and approval.

The approved plans and permit will be sent to the District Office for distribution to the applicant and to the assigned permit inspector. Applicant submittal of all requirements including bonds, insurance, etc. must be made prior to permit issuance/pick-up. Local and city governments may be exempt from bond requirements.

The approval letter from the District Office to the applicant will include a distribution to the Office of Traffic Operations and the Federal Highway Administration.

7.5.4 Appeals

When the District Engineer or delegated representative denies a Special Encroachment Permit in writing for activities not reviewed by the Federal Highway Administration, the applicant may appeal

to the Director of Operations in writing, within 60 days after permit denial. There is no appeal process within GDOT for activities denied by the Federal Highway Administration.

The following items should be included with requests for appeals:

1. The applicant's name and company or organization, address, telephone number, name of applicant's agent (if applicable), address, and telephone number.
2. The project's location including county, route, and milepost.
3. Project description along with any pertinent plans or drawings (minimum 3 copies each).
4. The reason why the proposed project or activity should be permitted. This information should include a full explanation of the perceived hardship. Hardships cannot be self-imposed. Include available alternatives to the proposed encroachment, together with costs and potential consequences if the requested encroachment is not approved. Also, provide the expected benefits to the State that would accrue by proceeding as proposed.

7.5.5 Conditions of Permit

The permit will be valid for a specific period of time as established by the Department after consultation with the applicant.

The permit will become part of a perpetual R/W Mowing and Maintenance Agreement. A letter may be required to express concurrence/endorsement between local government and other property owners/agencies or organizations that are adjacent to the areas proposed for change.

The work must be performed according to permit and approved plans. Access to the work area should be from the abutting property, not from the traveled way, when feasible. When working within 32' of a roadway and within Department R/W, conformance to standard safety and traffic control policies (MUTCD) is required. Submittal of a work zone traffic control plan will be required.

7.6 Plan Requirements for Special Encroachments

Plans shall include and/or be in accordance with the following:

1. An overall site plan and location sketch map.
2. Plans shall be an accurate and legible representation of the existing conditions or features (above and below ground), existing contour lines (show as dashed lines) and elevations sufficient to show the natural drainage features within the property to be developed. The maximum acceptable contour interval shall be 2'. All of this information should include any elevations needed to show how the water flows once it leaves the property.
3. All proposed work including changes to trees, vegetation and contours. Two plans may be necessary for complete explanation, one for existing and one for proposed. If only one plan is provided showing both, the existing features will be shown using dashed lines. For clarity, it is important that landscape improvements be dimensioned from a fixed point of beginning.
4. North arrows on all drawings and maps.

5. The scale of the drawings should be 1" = 50' or larger. If a smaller scale is used for "overall plans", then enlarged details of the work on the right of way must be furnished on a 1" = 50' or larger scale.
6. Locations of all property lines and/or right-of-way fence, easements, above and below ground utilities, curbs, curb types, ADA wheelchair ramps –location & type, edge of pavement (edge of travel lane), guardrails, sidewalks, intersections, median breaks, driveways, bike lanes, surveying monuments, signs, permitted billboards, lighting, traffic signals, other traffic control devices, drainage features, roadway geometries, limit of clear sight line, wheel chair ramps, clear zone set backs.
7. Existing off site features such as the names and types of businesses (if applicable) and/or the property owner on either side of the R/W proposed for change.
8. The distances from the centerline of the highway or road to the R/W line and the distance from one corner of the property, along the R/W line of the abutting road, to the centerline of the nearest named street, road or highway. A general statement such as "Right-of-Way Varies" is not acceptable. Roadway design plans can be viewed at the District and General Offices' plans file rooms.
9. **State Route Numbers** and U.S. Route Numbers (if applicable) and names of all highways, ramps and roads shall appear on the plans. Designations such as "County Road", "Cross Road" or "City Street" are not specific enough and should not be used.
10. The DOT milepost estimated to the nearest tenth of a mile to some point on the area of the permit (shown on the plans).
11. **Posted speed limit** of adjacent travel way.
12. All existing DOT signs within the R/W being changed.
13. The total length of frontage of the property owned, and if different, the length of R/W being changed under the permit.
14. All existing vegetation, refer to Policy and Procedures document [6755-9 Policy for Landscaping and Enhancements on the GDOT Right of Way](#) for information about landscape plan requirements.
15. The location of any existing outdoor advertising signs within 500 feet of the limits of the project (those that could be affected by the work in terms of location or sight lines).
16. A title block showing the name of the property owner (and the permit applicant, if different from the property owner) and the county in which the project is located. The name of the engineer, landscape architect, or individual that prepared that plans should also be included.
17. Scaled Drawings (36"X24") maximum size sheets will be accepted for the review process.
18. Photography, or video, of the site showing existing features.
19. A landscape plan in conformance with Policy and Procedures document [6755-9 Policy for Landscaping and Enhancements on the GDOT Right of Way](#).
20. A maintenance plan in conformance with the Policy and Procedures document [6755-9 Policy for Landscaping and Enhancements on the GDOT Right of Way](#).

21. When necessary to perform work within 32 feet of the edge of pavement and/or access to site is from the roadway, a traffic control plan, in conformance to MUTCD standards, is required.
22. Sprinkler Systems and clear zone setbacks must comply with Policy and Procedures document [6755-9 Policy for Landscaping and Enhancements on the GDOT Right of Way](#).
23. When necessary to prevent erosion during construction, an erosion control plan shall be prepared in accordance with GDOT standards. If the disturbed is over 1 acre, a NOI will be required. Disturbed areas should be stabilized daily.
24. Location of buffers of state waters or streams within the project site.
25. Show all existing utilities, above and below ground.
26. Inventory of any trees 4 inches or greater in diameter that are proposed for removal.
27. Inventory of the square feet of any native understory vegetation less than 4 inches in diameter proposed for removal.

7.7 Inspection and Acceptance of Work

Each District is responsible for competent and adequate inspection of permit work and inspectors are assigned as required. The District Traffic Operations Manager shall maintain a permit file for each permit. This file shall contain a completed application package, copies of the executed Maintenance Agreements, copy of appropriate correspondence, and copy of bond and Notice of Completion/Acceptance of Work. When the work is completed, the District Engineer will approve the acceptance of the work. Throughout the construction, the assigned permit inspector shall inspect the progress of the permitted activities to ensure completion of the work on a timely schedule. The District shall ensure by inspection that all aspects listed in the application and plans are adhered to.

All correspondence with the permittee shall be copied to the District Traffic Operations Manager. No alterations of the plans shall be allowed.

Throughout any plant establishment maintenance period, the assigned Permit Inspector shall inspect the maintenance of the permitted activities to ensure conformance to maintenance standards.

On all landscape or permitted activities, prior to acceptance or release of bonds, the applicant initiating the work is responsible for preparing accurate as-built drawings. After the final inspection and acceptance of the work, the Permit Inspector shall notify the District Traffic Operations Manager to release bonds. The District Traffic Operations Manager is responsible for acquiring and checking as-built drawings against approved plan drawings and completed work.

Any changes, caused by unforeseen on-site conditions, during the construction or maintenance of the work must be officially revised and added to the permit file plans for permanent record. A copy of the letter of acceptance to the applicant will be sent to the District Office of Maintenance and the appropriate Area Engineer's Office for use in scheduling yearly inspections and maintenance related correspondence.

Chapter 8. Residential Driveways - Contents

Chapter 8. Residential Driveways - Contents	8-i
8.1 Side Drain Pipes	8-3
8.2 Utility Driveways	8-3
8.3 Farm Use, Logging & Mining Driveways	8-3

Chapter 8. Residential Driveways

Residential Driveway Permits are administered by the GDOT Area Engineer. The Area Permit Inspector for commercial driveways is usually the same person who handles residential driveways. The Permit Inspector will advise the Applicant regarding location of the drive, the size pipe, if required, to be placed under the driveway, and approve the grading plan from the outer edge of the shoulder of the road to the R/W line.

Locations for residential drives should be based on existing conditions. While separation from existing drives is desirable, residential drives should be located to provide the safest possible ingress and egress based on sight distance and roadway characteristics. Individual drives shall not be approved for newly subdivided lots of less than 5 acres. Subdivision streets or shared drives shall be used to provide access to smaller lots or subdivided properties.

Residential driveways are, as the name implies, driveways to private residences. Normally they are 14 to 16 feet wide. It is recommended that turnarounds be provided to avoid vehicles backing into the highway. Under special circumstances, certain design vehicles require more width to safely negotiate a turn into or out of the drive without stopping and/or backing on the roadway. The Area Engineer may approve a driveway up to 20 feet wide.

If the driveway is paved, but without curb and gutter, at least a two (2) foot shoulder along the drive and around the radii before beginning the slope down to the drainage ditch is desirable. The front slope, back slope and the slope around the end of the drain pipe under the drive, if present, should be the same as if it were a commercial driveway.

Where the ends of side drain pipe are exposed to traffic inside the clear zone, safety slope end sections are required. Flared end sections may be used behind guardrail or outside the clear zone. All side drain pipes larger than 48 inches must have an inlet and an outlet headwall. Only safety headwalls or those specifically approved by the District Engineer are allowed. Refer to the current Georgia Standard.

On residential driveways this can be accomplished in several ways. If the pipe is corrugated metal and the applicant chooses to cut the end off to provide a 6:1 or flatter slope, he may install a concrete "collar" around the pipe end to provide stability and control erosion.

It is the responsibility of the property owner to provide routine maintenance of the pipe and driveway up to the roadway edge of pavement without making improvements to it as governed by the permit process.


 District No. _____
 State Highway No. _____
 Milepost No. _____
 County _____
 Permit No.: _____

Department of Transportation

Residential Driveway Permit Request

I, _____ of _____
 Name of Applicant P.O. Box and Address
 _____ request permission to construct a residential driveway on S.R., U.S. _____ in the
 Phone No. _____
 City of _____ in _____ County. The driveway will be constructed on the
 (If Applicable) _____
 Side of the highway at a point _____ ft. _____ of the centerline of _____ St. (Rd.) and at
 NSEW NSEW Nearest street or road
 milepost _____.

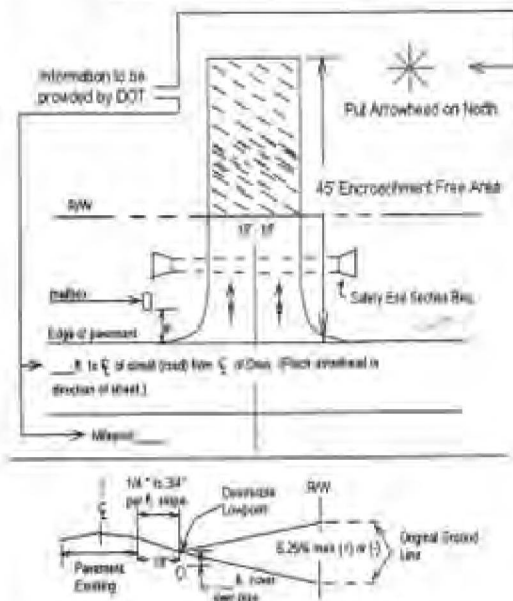
By signing this request I agree to construct or have constructed this driveway as described below. I also agree that I will be responsible for the maintenance of this driveway including pipe, surface course, and slopes.

Date _____ Signature _____

**** Above information is to be provided by the owner prior to issuance. ****

This drive to serve a single family dwelling only and may not be converted to any other use without approval of DOT.

Typical Plan & Profile for Drive



Special Requirements

1. Extend pipe as necessary to obtain a 4:1 or flatter slope.
2. The pipe shall be GA DOT standard _____ ft. long _____ inches in diameter.
3. Existing surface flow to remain. Water cannot be diverted to DOT right-of-way.
4. No headwalls to be constructed on pipe. Safety End Sections required as a minimum.
5. No brick or other hazardous mailbox supports allowed on right-of-way. (mailbox shall be located on exit side) All driveways should have turn around pad off right-of-way to prevent backing into the highway.
6. All disturbed right-of-way to be regressed to DOT specifications.
7. Driveway must be stabilized with 4" of stone as a minimum.
8. The orange permit poster must be displayed at the site in plain view until work is inspected and accepted by DOT.
9. All work to be completed in 90 days. Applicant to give area Engineer 24-hour notice before work begins.
10. Advance warning signs shall be required while working on DOT right-of-way.

Approved by: _____

Title: _____

This _____ day of _____, 20 _____

Other requirements: _____

cc: _____

8.1 Side Drain Pipes

Applicants may choose to use reinforced concrete, corrugated aluminum, corrugated galvanized metal, asphalt coated galvanized metal, HDPE, or, along low volume roads (less than 1,500 ADT) smooth lined corrugated PVC pipe, when used in accordance with the Department's current guidelines. As stated above, safety end treatments will be required on all side drain pipes on all State Routes, unless they are located outside the clear zone or behind guardrail. This is required primarily for safety reasons. This enables an errant vehicle to travel across and over the end of the side drain pipe instead of coming to an abrupt halt, usually resulting in serious injury to the occupant(s) of the vehicle. It also helps control erosion and makes grass mowing easier and safer.

8.2 Utility Driveways

Utility driveways for access to utility sites such as power substations, water tanks, or telephone service sites are to be permitted by the Area Engineer and should be treated much the same as a residential drive for design and sight distance. The Area Engineer should bear in mind that the drive must function in a manner which will allow the utility vehicle to pull completely off the roadway without stopping and backing into the drive or having to back out into the roadway when exiting the driveway. The vehicle must not reduce sight distance for driveways located along the same section of roadway. A utility driveway will normally not count as one allowed access point along an applicant's frontage, depending on the length of frontage and safety considerations. A typical utility driveway layout is shown in Figure 8-1.

The most important aspect of granting a permit for a utility driveway is coordination with the Utility before they purchase the site or obtain an easement. If the Area Engineer needs assistance before granting access to a Utility, they should call the District Traffic Engineer.

8.3 Farm Use, Logging & Mining Driveways

These driveways are to be permitted by the Area Engineer in a manner similar to a Utility Driveway. A logging driveway will usually be a temporary drive which will either be removed when the logging operation is completed or left in to become a farm use driveway. A mining operation may require a more substantial design to function properly.

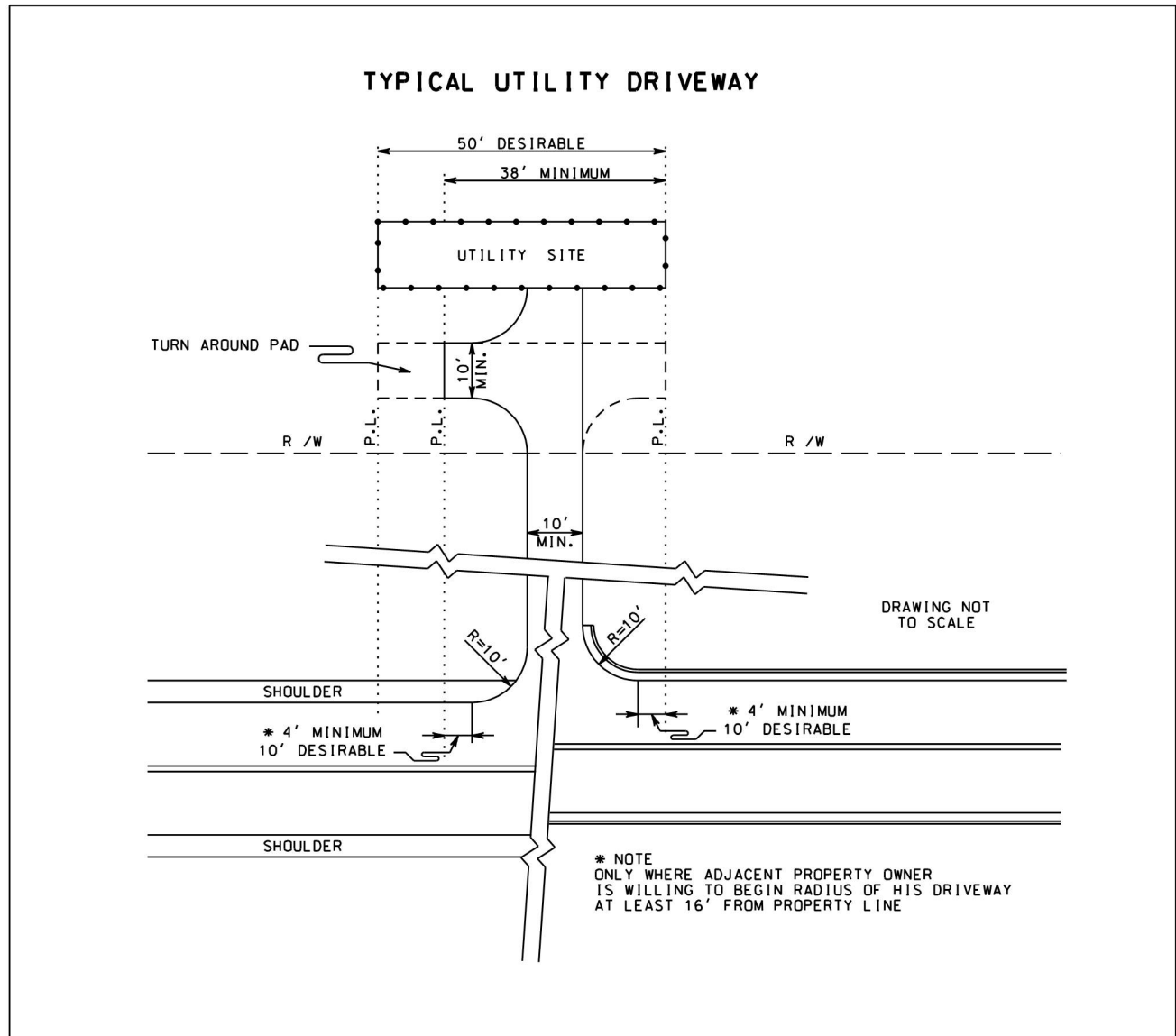


Figure 8-1 Typical Utility Driveway

Chapter 9. Mailboxes - Contents

Chapter 9. Mailboxes - Contents	9-i
9.1 Purpose	9-1
9.2 Acceptable Standards for Residential Mailboxes	9-1
9.3 Policy	9-1

Chapter 9. Mailboxes

Mailboxes supported by structures such as masonry, stone, rail road ties, tractor wheels, plow blades, concrete filled barrels, or other material that can cause damage to a vehicle or interferes with the safety of the traveling public are considered a Right of Way Encroachment. Georgia Code Section 32-6-1 states that such encroachments or obstructions are unlawful on “any public road”.

9.1 Purpose

Under O.C.G.A. Section 32-6-1, the Department can legally determine that any structure on a state R/W is an obstruction and require its removal. However, in order to give appropriate notice to the public of which mailbox supports may be replaced on state R/W, and those which will be considered an obstruction or encroachment upon state R/W, the following rules are to be followed.

9.2 Acceptable Standards for Residential Mailboxes

Mailboxes shall be of light sheet metal or plastic construction conforming to the requirements of the U.S. Postal Service. Newspaper delivery boxes shall be of light sheet metal or plastic construction of minimum dimensions suitable for holding a newspaper.

1. Mailboxes supports shall not be set in concrete unless the support design has been shown to be safe by crash tests when so installed.
2. A single 4”X 4” or 4”diameter wooden post or a 1.5” light-gage pipe embedded no more than 24” into the ground is the typical preferred mailbox support. A metal post shall not be fitted with an anchor plate, but it may have an anti-twist device that extends no more than 10” below the ground surface.
3. The post-to-box attachment details should be of sufficient strength to prevent the box from separating from the post top if a vehicle strikes the installation.
4. The minimum spacing between the centers of support posts shall be three-fourths the height of the posts above the ground on multiple mailbox installations.

9.3 Policy

No mailbox or newspaper delivery box will be allowed to exist on State Right of Way if it interferes with the safety of the traveling public or the function, maintenance, or operation of the highway system. A mailbox installation that does not conform to the provisions of this regulation is an unauthorized encroachment under Georgia Code Section 32-6-1.

The location and construction of mailboxes shall conform to the rules and regulations of the U.S. Postal Service as well as to standards established by the Department. Department standards for the location and construction of mailboxes are available from the Area Engineers Office or the District Maintenance Office.

To help prevent future confusion on this subject, a copy of the Acceptable Standards for Residential Mailboxes, which governs the location and construction of mailboxes on the State Right of Way shall be attached with all issued Residential Driveway Permits.

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Chapter 10. School Driveways - Contents

Chapter 10. School Driveways - Contents	10-i
10.1 Concept Review	10-1
10.2 Driveway Permit and Site Design	10-1
10.2.1 Driveways	10-2
10.2.2 Driveway Spacing	10-2
10.2.3 Driveway Location and Design	10-2
10.2.4 Internal Design	10-2
10.2.5 Site Recommendations	10-3
10.3 School Speed Zones and Flashing Speed Limit Assemblies	10-3
10.4 Proposed Traffic Signals	10-3

Chapter 10. School Driveways

Cooperation between the school system, the Georgia Department of Transportation (GDOT), and the local governing agency is necessary to plan and complete any road improvements related to the construction of a new or redeveloped school located on or within the impact area of a State Route. The Georgia Department of Education Facilities Section publication, A Guide to Site Selection, 160-5-4-.16 (a) 6, applies to the purchase of all new sites on which an education facility will be constructed, the purchase of additional acreage for an existing educational site, existing sites on which a new educational facility will be constructed, or any leased or privately owned site on which public school students will be attending school. The guide requires the GDOT Local Grants Office be notified of the location and circumstances for each site prior to formal site approval by the Facilities Services Unit. It is recommended that private schools and daycare facilities follow the guidance in this section when selecting a site and designing a facility.

10.1 Concept Review

Prior to the purchase of a new school site, development of new facilities on existing sites, or redevelopment of existing school sites, the school district should submit a preliminary plan to the Department for a Concept Review. The plan should include a “rough plat” map of the acreage with a footprint of the development, internal circulation, driveway placement, and surrounding roadways and intersections. The type of school(s) and student population anticipated for the site should be included, along with any other information available at the time of submission. Two copies of the concept plan should be sent to the appropriate District Traffic Operations Office (see Appendix A). An additional copy should be sent to:

State Traffic Engineer
Georgia Department of Transportation
Transportation Management Center
935 E. Confederate Avenue, Building 24
Atlanta, GA 30316

The District will have twenty (20) days to perform a site inspection and provide an assessment of the driveway locations and the required roadway improvements. An onsite meeting between GDOT and representatives from the local school system and/or their engineer may be required in order to provide comprehensive comments. The comments will be sent directly to the submitting school district and copied to the State Traffic Engineer’s Office, the Local Grants Office, and the Local Government Planning Office.

10.2 Driveway Permit and Site Design

Approval of a GDOT Driveway Permit for access to the State Highway System is necessary to plan and construct any road improvements related to the opening of a new school facility. A request for a Driveway Permit should be directed to the appropriate District Traffic Engineer, including a plan addressing access to the site, driveway placement, roadway improvements, site design with internal traffic flow, bus/car stacking, existing and projected traffic volumes, and safety impacts. If the school is located at or adjacent to an existing or proposed traffic signal, or if requested by the Department, a Traffic Impact Study or Signal Warrant Analysis shall be submitted with the permit

request. If a School Zone Flasher is requested, it should be included with the plans to be coordinated with the Driveway Permit.

10.2.1 Driveways

Site access from two different roads is preferable. In order to ensure proper distribution of traffic, elementary and middle schools should have two separate driveways. One drive is needed to serve the bus loop, while the other is necessary to serve the parent drop off loop. Bus traffic and car traffic should be separated whenever feasible. High schools should have a third drive to separate and serve student parking. High schools with a student population greater than 2,500 should have two separate student drop off loop driveways.

10.2.2 Driveway Spacing

The desirable distance between school driveway is 600 feet or greater, and a minimum 450 feet required, allowing for adequate left turn lane development. Driveway spacing (Chapter 3, Section A-1) and left turn lane requirements are greater for school facilities than for typical commercial developments because of the size of school busses, and because peak hour volumes are concentrated with morning school take-in and afternoon dismissal times that coincide with typical peak hour volumes. Additional left and right turn lane storage over the minimum (Chapter 4, Sections I-2 and I-4) commercial requirements should be based on the size of the facility, student and staff population.

10.2.3 Driveway Location and Design

At a minimum, all school driveways are required to have left turn lane and right turn deceleration lanes. Driveway locations must meet minimum sight distance requirements for the posted speed limit and roadway type shown in Table 3-4. Location of the driveways should meet minimum spacing from existing driveways and intersections, and may not encroach within the functional limits of an intersection. Proximity to the nearest signalized intersection should be considered. Bus entrances should be designed with wider lane widths and radii than standard minimums. Entrance radii should be a minimum of 50 feet, and entrance lanes a minimum of 18 feet. Pedestrian accommodations should be included at the driveway entrances.

School sites on divided highways should include right-in/right-out only drives, or be located at an existing or an approved median opening.

10.2.4 Internal Design

It is essential to design internal school drives in a manner that will provide sufficient on-site stacking length for both bus and drop off traffic. Insufficient internal stacking results in poor traffic operations at peak hours, and safety concerns on the roadway. Recommended stacking lengths are based on the type of school and student population size.

<u>School Type</u>	<u>Student Population</u>	<u>Loop Drive Stacking Length</u>
Elementary	200 – 600	900 – 1200 feet
	600 – 1400	1200 – 1500 feet
Middle	200 – 600	900 – 1200 feet
	600 – 1200	1200 – 1500 feet
High	400 – 800	800 – 1200 feet
	800 – 2500	1200 – 1500 feet

10.2.5 Site Recommendations

- Buildings should be set back a sufficient distance from the roadway to allow traffic loops with adequate stacking for loading and unloading students
- Student drop off/pick up areas should be separate from bus loading/unloading activities by constructing separate driveways with loops that function separately.
- Bus and car loops should circulate in counterclockwise direction so that loading and unloading occurs from the passenger side next to the curb.
- Bus circulation and parking layout should be designed to prohibit buses backing up on the site.
- Parking stalls for a full size bus should be a minimum of 15 feet wide. Smaller spaces may be provided for mini-buses and other specifically sized vehicles.
- Parking stalls along loop drives should be placed at an angle to facilitate a one way traffic flow, and discourage wrong way use.
- Pedestrian and bicycle traffic should have a designated safe path between any road and the school buildings.
- Student parking areas should be separated from staff/visitor/bus parking and student loading/unloading areas.

10.3 School Speed Zones and Flashing Speed Limit Assemblies

Schools with a multiple grades and enrollment over 350 students and staff may be considered for school speed zones on a case by case basis. An Engineering and Traffic Investigation Report is required for the establishment of a school zone speed limit, or the modification of an existing school zone speed limit. School Zone Speed Limit Flasher Permit requests must be submitted by the local government along with the report and a letter showing support and agreement for establishment of a school speed zone with flashing speed limit indications. If a permit is approved by GDOT, the local governing agency or School Board will be responsible for all cost associated with establishing power service to any proposed flashing assemblies. Ongoing maintenance and operation of any permitted school zone flashers may become the responsibility of the requesting agency associated with the request.

10.4 Proposed Traffic Signals

Requests for traffic signals associated with school access onto state routes will be evaluated as described in section 2.5.2. The request shall be coordinated with the Driveway Permit request and must be approved prior to approval of the Driveway Permit.

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Appendix A. Contact Information

DISTRICT	LOCATION AND MAILING ADDRESS	PHONE NUMBER
1	2505 Athens Highway Gainesville, GA 30507	770-532-5500
2	801 Highway 15 South Tennille, GA 31089	478-552-4618
3	115 Transportations Blvd. Thomaston, GA 30286	706-646-6900
4	710 West 2 nd Street Tifton, GA 31794	229-386-3435
5	204 Highway 301 North Jesup, GA 31545	912-427-5703
6	500 Joe Frank Harris Parkway Cartersville, GA 30120	770-387-3602
7	5025 New Peachtree Rd. Chamblee, GA 30341	770-986-1765

DISTRICT 1 AREA OFFICES

Gainesville Area Office - Area One	Counties Served
2594 Gillsville Hwy. Gainesville, GA 30507 Telephone: 770-531-5800 Fax 770-531-6455	Dawson Forsyth Gwinnett Hall

Athens Area Office – Area Two	Counties Served
450 Old Hull Road Athens, GA 30601 Telephone: 706-583-2644 Fax 706-583-2655	Barrow Clarke Jackson Oconee Walton

Carnesville Area Office – Area Three	Counties Served
301 Conger Road Carnesville, GA 30521 Telephone: 706-384-7269 Fax 706-384-3911	Banks Elbert Franklin Hart Madison Stephens

Cleveland Area Office - Area Four	Counties Served
942 Albert Reed Road Cleveland, GA 30528 Telephone: 706-348-4848 Fax 706-348-4851	Habersham Lumpkin Rabun Towns Union White

DISTRICT 2 AREA OFFICES

Milledgeville Area Office - Area One	Counties Served
161 Blandy Road Milledgeville, GA 31061 Phone: (478) 445-5130 Fax No: (478) 445-1435	Baldwin Hancock Putnam Washington Wilkinson

Dublin Area Office - Area Two	Counties Served
2003 US Highway 441 South Dublin, GA 31021 Phone : (478) 275-6596 Fax : (478) 274-7920	Bleckley Dodge Johnson Laurens Treutlen

Louisville Area Office - Area Three	Counties Served
2971 US Hwy 1 North Louisville, GA 30434 Phone: (478) 625-3681 Fax: (478) 625-3682	Burke Emanuel Glascok Jefferson Jenkins

Augusta Area Office - Area Four	Counties Served
4260 Frontage Road Augusta, GA 30909 Phone: (706) 855-3466 Fax: (706) 855-3479	Columbia Lincoln McDuffie Richmond Warren Wilkes

Madison Area Office - Area Five	Counties Served
1570 Bethany Road Madison, GA 30650 Phone: (706) 343-5836 Fax: (706) 343-0051	Greene Jasper Morgan Newton Oglethorpe Taliaferro

DISTRICT 3 AREA OFFICES

Thomaston Area Office – Area One	Counties Served	
101 Transportation Blvd. Thomaston, GA 30286 (706) 646-6100 / (706) 646-6099 Fax (706) 646-6105	Butts Henry Lamar Pike	Spalding Taylor Upson
Columbus Area Office - Area Two	Counties Served	
3600 Schatulga Road Columbus, GA 31907 (706) 568-2165 Fax (706) 569-3071	Chattahoochee Harris Marion	Muscogee Stewart Webster
Perry Area Office - Area Three	Counties Served	
200 Julianne Street Perry, GA 31069 (478) 988-7151 / (478) 988-7152 Fax (478) 988-7161	Dooley Houston Macon	Pulaski Schley Sumter
Macon Area Office - Area Four	Counties Served	
4499 Riverside Drive Macon, GA 31210 (478) 757-2601 / (478) 757-2602 Fax (478) 757-2598	Bibb Crawford Jones	Peach Monroe Twiggs
LaGrange Area Office – Area Five	Counties Served	
1107 Hogansville Road LaGrange, GA 30241 (706) 845-4115 / (706) 845-4116 Fax (706) 845-4310	Coweta Fayette Heard	Meriwether Talbot Troup

DISTRICT 4 AREA OFFICES

Valdosta Area Office - Area One	Counties Served
1411 Madison Highway Valdosta, GA 31601 229-333-5287	Atkinson Berrien Echols Lanier Lowndes

Douglas Area Office - Area Two	Counties Served
1835 S. Peterson Avenue Douglas, GA 31535 912-389-47371	Benn Hill Coffee Crisp Irwin Turner Wilcox

Cuthbert/ Donaldsonville Area Office - Area Three	Counties Served
511 North Webster Street Route 1, Box 8 Cuthbert, GA 39840 2229-732-3006 734 W. Crawford Street Route 1, Box 14 Donaldsonville, GA 31745 229-524-5760	Calhoun Clay Decatur Early Miller Quitman Randolph Seminole

Moultrie Area Office - Area Four	Counties Served
120 Veterans Highway North Moultrie, GA 31788 229-891-7130	Brooks Grady Colquitt Thomas Cook Tift

Albany Area Office – Area Five	Counties Served
2060 Newton Road Albany, GA 31701 229-430-4198	Baker Mitchell Dougherty Terrell Lee Worth

DISTRICT 5 AREA OFFICES

Baxley Area Office - Area One	Counties Served
740 Oakdale Circle Baxley, GA 31513 Telephone: 912-366-1090 Fax: 912-366-1091	Appling Jeff Davis Montgomery Tatnall Telfair Toombs Wheeler

Waycross Area Office - Area Two	Counties Served
104 North Nichols Street Waycross, GA 31501 Telephone: 912-285-6009 Fax 912-284-2981	Bacon Brantley Charlton Clinch Pierce Ware

Brunswick Area Office - Area Three	Counties Served
128 Public Safety Blvd. Brunswick, GA 31525 Telephone: 912-264-7247 Fax 912-264-7285	Camden Glynn Long McIntosh Wayne

Statesboro Area Office - Area Four	Counties Served
17213 U.S. Highway 301 North Statesboro, GA 30458 Telephone: 912-871-1103 Fax: 912-681-0278	Bulloch Candler Effingham Evans Screven

Savannah Area Office - Area Five	Counties Served
630 West Boundary Street Savannah, GA 31402 Telephone: 912-651-2144 Fax: 912-651-2748	Bryan Chatham Liberty

DISTRICT 6 AREA OFFICES

Cartersville Area Office - Area One	Counties Served
874 Peeples Valley Road, N.W. Cartersville, GA 30120 Telephone: 770-387-3680	Bartow Cherokee Gordon Pickens
Dalton Area Office – Area Two	Counties Served
1313 North Tibbs Road Dalton, GA 30720 Telephone: 706-272-2211	Murray Catoosa Gilmer Fannin Whitfield
Buchanan Area Office - Area Three	Counties Served
4323 US Hwy. 27 Buchanan, GA 30113 Telephone: 770-646-5522	Carroll Haralson Paulding Polk
Rome Area Office - Area Four	Counties Served
533 East 20th Street Rome, GA 30161 Telephone: 706-295-6025	Dade Chattooga Floyd Polk

DISTRICT 7 AREA OFFICES

Decatur Area Office - Area One	Counties Served
5025 New Peachtree Road Chamblee GA 30341 770/986-1360	DeKalb Rockdale Atlanta
Marietta Area Office - Area Two	Counties Served
1269 Kennestone Circle Marietta, GA 30066 Telephone: (770) 528-3238 Fax: (770) 528-5506	Cobb North Fulton
College Park Area Office - Area Three	Counties Served
4125 Roosevelt Highway College Park, GA 30349 Telephone: (404) 559-6699 Fax: (404) 559-4928	Clayton Douglas South Fulton

Appendix B. Permit Applications

INFORMATION SHEET

THIS SHEET MUST BE COMPLETED AND RETURNED TO DOT ENGINEER

APPLICANT NAME	PH. NO.	E-MAIL
----------------	---------	--------

ADDRESS	CITY	STATE	ZIP
---------	------	-------	-----

PROPERTY LOCATION:

COUNTY _____

SR/ ROAD _____

US ROUTE NO. _____

POSTED SPEED LIMIT _____

CITY LIMITS _____

CURRENT PROPERTY OWNER (if different from applicant)

NAME	PHONE NO.
------	-----------

ADDRESS	CITY	STATE	ZIP
---------	------	-------	-----

****A COPY OF THE CURRENT PROPERTY DEED AND PLAT MUST BE PROVIDED BY APPLICANT****

ENGINEER:

NAME	PHONE NO.
------	-----------

ADDRESS	CITY	STATE	ZIP
---------	------	-------	-----

CONTACT NAME & NUMBER	FAX NO.
-----------------------	---------

E MAIL ADDRESS

INFORMATION SHEET - PAGE 2**FOR COMMERCIAL DRIVEWAY:**

TYPE OF BUSINESS _____			
NUMBER AND TYPE OF DRIVEWAYS REQUESTED _____			
IS APPLICANT THE CURRENT OWNER OF THE PROPERTY	YES	NO	
IS APPLICANT THE DEVELOPER OF THE PROPERTY	YES	NO	
IS APPLICANT THE LEASEE OF THE PROPERTY	YES	NO	
IS APPLICANT TO PURCHASE PROPERTY <u>AFTER</u> PERMIT IS APPROVED	YES	NO	
<u>DEVELOPER:</u>			
NAME _____		PHONE NO. _____	
ADDRESS _____	CITY _____	STATE _____	ZIP _____

FOR SPECIAL ENCROACHMENT

DESCRIPTION OF WORK REQUESTED _____

PERMIT APPLICANT _____

THE PROPERTY IS LOCATED ON THE (N, S, E, W) _____ SIDE OF THE HIGHWAY
 BEGINNING _____ FEET _____ OF THE CENTER LINE OF _____ (NEAREST NAMED
 ROAD) FRONTING _____ (TOTAL PROPERTY FRONTAGE OWNED) FEET FURTHER
 _____.

IS THE PROPERTY BEING PURCHASED OR SUBDIVIDED FROM A LARGER TRACT ____ YES ____ NO
 *****APPLICANT MUST PROVIDE OVERALL SITE PLAN OF ENTIRE PROPERTY*****

IS THE PROPERTY BEING REZONED YES NO
 CURRENT ZONING _____

APPLICANT MUST PROVIDE COPY OF PROPERTY'S ZONING STIPULATIONS AND COUNTY OR CITY
 DEVELOPMENT REVIEW COMMENTS

**I have read and understand the requirements stated above. I have been provided with a DOT
 Plan Checklist for information required on plans submitted for permit review. I am the
 owner/applicant or agent authorized to represent the owner/applicant with respect to the permit
 review process.**

 NAME AND SIGNATURE DATE _____

Appendix C. Impact Study Certification

TRAFFIC IMPACT STUDY CERTIFICATION SHEET

Name of Development

State Route No.

County

Certification By Traffic Engineer:

I hereby certify that this study conducted for the above named development, for which a preliminary site plan is included herewith, has been conducted in accordance with industry-accepted standards. I further certify that I have compared the access/egress configuration for the proposed development as shown on the preliminary site plan and the conditions conform to the Georgia DOT Regulations for Driveway and Encroachment Control, 2001 to the following extent.

Check the applicable Category.

The development as shown on the preliminary site plan:

_____ COMPLIES

_____ DOES NOT COMPLY

With the requirements of the GDOT Regulations for Driveway and Encroachment Control, Current Edition.

If the site plan does not comply, list the exceptions to the GDOT Driveway Regulations that must be allowed in order to approve the project.

Engineer's Stamp and Signature

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Appendix D. Permit Related Documents

DOT 7513A

REV. 07/1983
REV. 05/1998
REV. 06/2000

DEPARTMENT OF TRANSPORTATION STATE OF GEORGIA

Bond # _____
(FOR BONDING COMPANY USE ONLY)

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS:

That we, _____ (NAME OF PERMIT APPLICANT OR AGENT FOR APPLICANT) (hereinafter called the Principal), as Principal and the _____ (NAME OF SURETY COMPANY), a _____ (STATE WHERE SURETY WAS INCORPORATED) corporation having its principal office and place of business at _____ (HOME OFFICE ADDRESS) and Local address at _____ (STREET) _____ (CITY) _____ (STATE) and duly authorized to do business in

the State of Georgia (hereinafter called the Surety) as Surety are held firmly bound unto the Georgia Department of Transportation as Obligor, (hereinafter called the Owner) in the sum of _____ (AMOUNT TO BE FURNISHED BY DOT) Dollars (\$ _____)

for the payment whereof, Principal and Surety bind themselves, their heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Permit Applicant has submitted application (s) to Owner for (a) certain written permit form (s) which form (s) (is) (are) hereby referred to and made a part hereof as fully and to the same extent as if copied at length herein. Said application form (s) (is) (are) dated _____ (MONTH / YEAR) approximately. The purpose of this Bond is to guarantee that the Principal (as listed

above) will comply with all stipulations, requirements and specifications of said Permit (s) No. (s) _____ (TO BE PROVIDED BY DOT PRIOR TO EXECUTION OF THIS BOND),

which permit (s) the Georgia Department of Transportation, is to approve and issue to _____ (NAME OF PERMIT APPLICANT ONLY)

upon receipt of this bond. The above permit (s) (is) (are) to authorize certain construction work as described therein within the right-of-way of _____ (ST. HWY. #, ROAD NAME, PROJECT #, ETC.) in _____ (COUNTY) County at _____ (APPROX. LOCATION)

NOW, THEREFORE, THE CONDITION OF THE FOREGOING OBLIGATION IS SUCH, that if the Principal shall well and truly perform and fulfill all the undertakings, covenants, terms, conditions and agreements of said permit (s) and shall also well and truly perform and fulfill all the undertakings, covenants, terms, conditions and agreements of any and all duly authorized modifications of said permit (s) that may hereafter be made, then this obligation shall be void; otherwise, it shall remain in full force. Principal must obtain a Written Release from Owner before this bond may be voided or terminated or allowed to lapse.

If the Principal and/or Permit Applicant, if different does any work on Highway right-of-way prior to approval and issuance of the above described permit, this bond is hereby extended to cover any removal or corrective action determined necessary by the owner. If the permit is never issued and the Principal and/or Permit Applicant, if different encroaches onto State right-of-way the Principal and Surety are also obliged to take whatever action is deemed necessary by the owner to correct such unauthorized encroachment.

The Surety's aggregate liability hereunder shall in no event exceed the amount set forth above.

No claim, suit or action shall be brought hereunder after the expiration of two (2) years following the date upon which the Principal is released from this bond. If this limitation is made void by any law, controlling the construction hereof, such limitation shall be deemed to be amended to equal the minimum period of limitation permitted by such law.

No right of action shall accrue on this bond to or for the use of any person or corporation other than the Owner named herein or the heirs, executors, administrators or successors of Owner.

Signed, sealed and dated this _____ day of _____ 20 _____.

WITNESS:

(SIGNATURE OF WITNESS)

(ADDRESS OF GEORGIA RESIDENT AGENT - IF APPLICABLE)

By _____
(SIGNATURE OF GEORGIA RESIDENT AGENT - IF APPLICABLE)

(TYPED NAME OF GEORGIA RESIDENT AGENT - IF APPLICABLE)

No modifications or changes may be made to the text of this bond, unless agreed upon in writing by the Department.

(NAME OF PRINCIPAL)

(ADDRESS OF PRINCIPAL)

By _____
(SIGNATURE OF PRINCIPAL)

(TYPED NAME OF PRINCIPAL)

(NAME OF SURETY)

(NAME OF ATTORNEY IN FACT) (TYPE OR PRINT) (AREA CODE) (PHONE #)

By _____
(ATTORNEY IN FACT SIGNATURE)

DOT 7422
Rev. 06/22/2000

"SAMPLE"

TO BE PREPARED ON BANK LETTERHEAD

(The Bank MUST have Offices and Assets within the State of Georgia)

TO: Department of Transportation
State of Georgia
Street Address
City, State Zip Code

Georgia Department of Transportation
Permit Number
State Route
Milepost
Date: **No Expiration Dates Allowed**

Gentlemen:

This is to advise that the **Name of Bank** at the request of **Name of Applicant**, has set aside an amount of **\$"Numerical" Dollar Amount** in an escrow account as a cash bond for the Department of Transportation, State of Georgia. This amount of **\$"Numerical" Dollar Amount** will be held in escrow until either request for payment to the Department of Transportation, State of Georgia is made or until the work under Permit Number **D.O.T. Permit Number** has been satisfactorily completed and the escrow account released by letter, from the Department of Transportation, State of Georgia, to the Applicant.

If any work is done on State Highway Right-of-Way prior to approval and issuance of the permit involved herein, this escrow account is hereby extended and may be used to cover any removal or corrective action determined necessary by the Department of Transportation, State of Georgia. If the permit is never issued and encroachment is made on State Highway Right-of-Way, these escrow funds may be used to make whatever corrections are deemed necessary by the Department of Transportation, State of Georgia.

Sincerely,

Typed Name of Bank Officer
Title of Bank Officer

Conditions Accepted:

Name of Applicant

THIS INFO. "MUST" BE PROVIDED
IF DRAWN ON AN INSTITUTION OUTSIDE OF GEORGIA

1. Address of Georgia Bank
2. Phone Number of Georgia Bank
3. Name and Title of Georgia Bank Officer

by: _____
Typed Name
Title

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

(READ BEFORE SIGNING)

DISTRICT NUMBER_____
NAME OF APPLICANT_____
SR NUMBER_____
COUNTY_____
MILE POST_____
PERMIT NUMBER

The undersigned agrees to indemnify and hold harmless the Georgia Department of Transportation, the State of Georgia, its agencies and instrumentalities, and all of their respective officers, members, employees and directors (collectively referred to as the "DOT") from and against any and all claims, demands, liabilities, losses, cost or expensed, including attorney's fees, and from the payment of any sum or sums of money to any persons whomsoever (including third persons or subcontractors, employees or agents of the undersigned or of DOT), for any loss due to personal injury, bodily injury, death, or property damage arising out of, attributable to, or resulting from this permit or in any way attributable to the activities authorized by this permit; or due to any violation of this permit by the permit holder, or due to the application or violation of any pertinent Federal, State, or local law, rule or regulation in connection with this permit or authorized by this permit. If and to the extent such damage or loss covered by this indemnification is paid by any State self-insured funds (the "Funds") established and maintained by the State of Georgia Department of Administrative Services Risk Management Division (DOAS), the undersigned agrees to reimburse the Funds for such monies paid out by the Funds. The undersigned acknowledges the permits can be granted in situations where limited sight distance exists, and that the DOT makes no warranty, express or implied, concerning sight distance or other engineering considerations involved in granting this permit. The undersigned further acknowledges that the DOT has relied upon the representations made by the undersigned in applying for this permit, including the undersigned's representations that all conditions of the permit shall be met and that the undersigned shall meet all DOT specifications, as well as all relevant Federal, State and local laws, rules or regulation in the activities authorized by this permit. This indemnification shall apply where the DOT may be partially responsible for the situation giving rise to the claim.

SIGNATURE OF APPLICANT_____
DATE

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Appendix E. Waiver Form

DEPARTMENT OF TRANSPORTATION STATE OF GEORGIA

INTERDEPARTMENT CORRESPONDENCE

FILE: Permit Name and Location

OFFICE: District
DATE

FROM: District Access Management Supervisor

TO: District Engineer

SUBJECT: Request for Waiver of Regulations for Driveway and Encroachment
Control Manual

☐ **Wavier is Granted**

☐ **Wavier is Denied**

Reason:

Comments

District Engineer

Cc: File

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Appendix F. Movie Production Documents

Indemnification, Hold Harmless and Release of All Claims Agreement for Motion Picture, Television, Commercial or Other Private Filming or Production on Rights of Way or Property Controlled or Managed by Georgia Department of Transportation

I, the undersigned (RELEASOR), do hereby request to film the movie _____ on property within the Right of Way (RW) of SR_____, between_____, in _____County; said roadways and/or ancillary properties being managed and controlled by the Georgia Department of Transportation (Georgia DOT). The RELEASOR hereby extinguishes its rights and claims against the Georgia DOT;

I understand Georgia DOT owns and controls the property within the affected RW and is responsible for its operating condition, maintenance, safety and general upkeep;

In exchange for allowing RELEASOR to film a movie, RELEASOR hereby agrees to:

1. Release Georgia DOT from all losses or claims for injuries, and damages to the RELEASOR whether known, unknown, foreseen, unforeseen, patent or latent that RELEASOR may have against Georgia DOT. RELEASOR understands and acknowledges the significance and consequences of such specific intent to release all claims and hereby assume full responsibility for any injuries, damages or losses that may occur;
2. Acknowledge that Georgia DOT reserves all rights of property ownership for public rights' of way to be accessed by RELEASOR for filming or production purposes; any entry upon said properties by the RELEASOR shall be approved in advance by Georgia DOT;
3. Provide Georgia DOT with proof of appropriate insurance and or bonding coverage as deemed appropriate solely by Georgia DOT;
4. Provide a detailed detour plan to Georgia DOT for review and approval at least one month prior to related closure of any lanes, highways, bridges or other facilities in the control of Georgia DOT;
5. Notify all area police, fire, medical and other emergency response agencies and jurisdictional local governments of said detour plans at least one week prior to facility closures;
6. Provide for any and all such related traffic control management measures as may be requested by Georgia DOT prior to and during said filming or production activities; said measures to be provided at no expense to Georgia DOT and by a firm specializing in such matters and previously approved by Georgia DOT;
7. Provide continuous road or bridge access to any and all residents and businesses affected by the facility closures, unless otherwise permitted by written consent;
8. Restore any roadway or property owned or managed by Georgia DOT that is used for filming or production purposes to a minimum of its pre-filming/production original condition, as determined solely by Georgia DOT, with all such restoration and refurbishment performed by a firm specializing in such matters and previously approved by Georgia DOT with related costs to be born solely by the RELEASOR and at no cost to Georgia DOT;

Indemnification, Hold Harmless and Release of All Claims Agreement for Motion Picture, Television, Commercial or Other Private Filming or Production on Rights of Way or Property Controlled or Managed by Georgia Department of Transportation

9. Indemnify and hold harmless Georgia DOT and its employees or agents for and against any and all claims, damages, losses and expense, including but not limited to attorney fees, arising out of or resulting from the aforesaid filming/production activities, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property including loss of use resulting thereof, but only to the extent caused in whole or part by any act or omission of RELEASOR regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder.
10. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity, which would otherwise exist as to a party or person described in this waiver;
11. RELEASOR has freely and voluntarily executed this release, and in so doing does not rely on inducements, promises or representations made by Georgia DOT or any of its representatives.
12. This release shall be valid continuously, from the ____ day of _____, 20____, until the ____ day of _____, 20__.

I UNDERSTAND THIS IS A LEGALLY BINDING RELEASE; I HAVE READ IT FULLY AND UNDERSTAND ITS TERMS. I EXECUTE IT VOLUNTARILY WITH FULL KNOWLEDGE OF ITS MEANING AND SIGNIFICANCE.

NAME:

First	Last
-------	------

ADDRESS:

Street	City	State	Zip Code	Phone
--------	------	-------	----------	-------

SIGNATURE: _____ DATE: _____

**ADDENDUM TO THE INDEMNIFICATION, HOLD HARMLESS, AND RELEASE OF ALL CLAIMS
AGREEMENT FOR MOTION PICTURE, TELEVISION, COMMERCIAL OR OTHER PRIVATE
FILMING OR PRODUCTION ON RIGHTS OF WAY OR PROPERTY CONTROLLED OR
MANAGED BY THE GEORGIA DEPARTMENT OF TRANSPORTATION**

Reference is hereby made to the Indemnification, Hold Harmless, And Release Of All Claims Agreement (the "Underlying Agreement") dated as of _____, 20____, by and between the Georgia Department of Transportation ("Grantor") and _____ ("Production Company"), with respect to the property within the Right of Way of S.R. _____@_____ in _____ County (the "Property") and its use in connection with the motion picture currently entitled " _____ " (the "Picture"). This addendum ("Addendum") is hereby understood to be part of the Underlying Agreement, and Production Company's agreement to the terms of the Underlying Agreement is fully conditioned upon Grantor's agreement to the terms of this Addendum. In the event of any conflict between this Addendum and the Underlying Agreement, the applicable terms and/or conditions contained in this Addendum control.

1. Grantor hereby irrevocably agrees to permit Production Company to use the Property for (a) rehearsing, photographing, filming and recording scenes and sounds and other pre-production and production activities for the Picture and (b) parking and storage of equipment, trucks and other vehicles and other items for use in connection with the Picture. This use of the Property is limited to the time, physical area and use restrictions set out in the Permit issued by the Grantor to the Grantee. Production Company and its licensees, sponsors, assigns and successors may produce, distribute, exhibit, advertise, promote and otherwise exploit the Picture or any portion thereof, whether or not such uses contain audio and/or visual reproductions of the Property and whether or not the Property is identified, in any and all media which currently exist or which may exist in the future in all countries of the world and in perpetuity. Grantor shall not have the right to bring any individual on set or to photograph or videotape any sets, individuals or activities on set, without Production Company's prior written consent in each instance. The copyright in any pictures taken or interviews given shall be solely owned by Production Company.
2. As limited by the Permit, Production Company may place, erect and maintain any and all necessary facilities and equipment, including temporary sets, on the Property and agrees to remove same after the completion of Production Company's work and leave the Property in as good condition as when received, reasonable wear and tear from uses permitted herein excepted.
3. Production Company agrees to indemnify and hold harmless Grantor from and against any and all liabilities, damages and claims of third parties arising from Production Company's use hereunder of the Property, including reasonable attorney fees (unless such fees, liabilities, damages or claims arise from a breach of any of Grantor's representations and warranties as set forth below) and from any physical damage to the Property caused by Production Company, or by any of its representatives, employees, or agents resulting from occupying the Property.
4. Grantor represents and warrants that it has the right and authority to enter into and deliver the Underlying Agreement and this Addendum and to grant the rights granted by it herein (including the uses of the Property intended by Production Company) and otherwise perform the

obligations herein. The undersigned represents that he/she is empowered to execute this Addendum for Grantor, and hereby warrants and represents that the right to use and occupy the Property is under the exclusive control of Grantor, and Grantor has full right and authority to enter into the Underlying Agreement and this Addendum and to grant the rights herein granted to use the Property for the purposes set forth above. Grantor releases and discharges Production Company, its parent, affiliates, distributors, licensees, successors, assignees, and the officers, directors, members, employees and agents of all of the foregoing, from any and all claims, demands or causes of actions that Grantor may now have or may from now on have for libel, defamation, invasion of privacy or right of publicity, infringement of copyright or violation of any other right arising out of or relating to any utilization of the rights granted herein.

5. All rights of every kind in and to all still pictures, motion pictures, videotapes, photographs and sound recordings made hereunder shall be and remain vested in Production Company and its successors, assigns and licensees in any and all media and manner now known or hereafter devised throughout the universe in perpetuity, and neither Grantor nor any tenant, or other party now or hereafter having an interest in said Property, shall have any right of action against Production Company or any other party arising out of any use of said still pictures, motion pictures, videotapes, photographs and/or sound recordings, whether or not such use is, or may be claimed to be, defamatory, untrue or censorable in nature.
6. *To the extent allowed by law, in no event shall Grantor or its successors and assigns, or any other party now or hereafter having an interest in said Property seek or be entitled to enjoin or restrain the production, distribution, advertising or exploitation of the Picture, or any parts or elements thereof.*
7. Upon notice to the Grantor, production Company shall have the right to assign the Underlying Agreement and Addendum and all or any part of Production Company's rights hereunder to any person, firm or corporation, and in such event, Production Company shall be released from all of its further obligations to Grantor hereunder. The Underlying Agreement and this Addendum shall be binding upon and inure to the benefit of Production Company's successors, licensees and assigns, and may in turn be freely licensed or assigned by any such assignee, licensee, transferee or delegate. The Underlying Agreement and this Addendum and Grantor's rights and obligations hereunder may not be assigned by Grantor.
8. Unless otherwise provided hereunder, all notices shall be in writing and shall be sent to the addresses set forth above in the preamble (subject to changes of which the parties are notified in writing). Notices shall be given by personal delivery, overnight courier, facsimile or by registered or certified mail (postage prepaid), and shall be deemed given on the date delivered or faxed, one (1) business day after a notice is sent by overnight courier, or three (3) business days after the date mailed. The time to respond to notices given during the week in between Christmas Eve and New Year's Day shall be tolled until five (5) business days following New Year's Day.
9. The Underlying Agreement and this Addendum shall be construed, interpreted, and enforced in accord with the laws of the State of Georgia applicable to agreements executed and to be wholly performed therein.

IN WITNESS WHEREOF, the parties have hereunto set their names and signatures as of the date first above written.

“GRANTOR”:

GEORGIA DEPARTMENT OF TRANSPORTATION

By: _____

Name: _____

Its: _____

Tax ID: _____

“PRODUCTION COMPANY”:

PRODUCTION COMPANY NAME

By: _____

Name: _____

Its: _____

EXHIBIT 1
DISTRICT CONTACTS

<u>DISTRICT</u>	<u>CONTACT</u>	<u>EMAIL</u>	<u>PHONE NUMBER</u>
1.	Teri Pope Steve Kelly	tpope@dot.ga.gov skelly@dot.ga.gov	770/718-3924 770/718-5036
2.	Kedrick Collins Wyatt Johnson Cissy McNure	kecollins@dot.ga.gov wjohnson@dot.ga.gov gmcnure@dot.ga.gov	478/552-4619 478/552-4681 478/552-4656
3.	Kimberly Larson Chance Baxley	klarson@dot.ga.gov cbaxley@dot.ga.gov	706/646-7532 706/646-7598
4.	Van Mason	vmason@dot.ga.gov	229/386-3435
5.	Cynthia Phillips Jim Nagel	cphillips@dot.ga.gov jnagel@dot.ga.gov	912/427-5703 912/427-5734
6.	Ricky Clayton Mohamed Arfa	rclayton@dot.ga.gov marafa@dot.ga.gov	678/721-5291 678/721-5284
7.	Patrick Allen Brad Humphrey Chris Woods Mark Mckinnon	pallen@dot.ga.gov jhumphrey@dot.ga.gov cwoods@dot.ga.gov mmckinnon@dot.ga.gov	770/986-1765 770/986-1768 770/986-1767 770/986-1832



FINANCIAL HIGHLIGHTS
May 31, 2019



Budget Summary
42% of year lapsed

	Unaudited		Unaudited	
	2018 Year End Actual	2019 Annual Amended Budget	2019 Year to Date	% Annual Budget
REVENUES BY FUND				
General Fund	9,150,990	8,250,000	1,996,972	24.21%
Operating Grant Fund	152,910	228,500	69,338	30.34%
Parks & Recreation Fund	368,663	683,500	150,903	22.08%
Hotel/Motel Tax Fund	5,803	6,000	1,880	31.34%
SPLOST III Fund	27,270	200,000	9,164	4.58%
SPLOST IV Fund	1,555,593	125,000	8,464	6.77%
SPLOST V Fund	1,154,273	7,405,000	1,053,554	14.23%
Town Center Fund	521	625,000	53	0.01%
Debt Service Fund	358,736	358,736	-	0.00%
Stormwater Utility Fund	357,194	335,000	24,460	7.30%
TOTAL REVENUES - ALL FUNDS	\$ 13,131,953	\$ 18,216,736	\$ 3,314,788	18.20%
EXPENDITURES/EXPENSES BY FUND				
General Fund	7,000,815	8,250,000	4,076,053	49.41%
Operating Grant Fund	155,392	228,500	78,177	34.21%
Parks & Recreation Fund	473,110	683,500	105,476	15.43%
Hotel/Motel Tax Fund	5,488	6,000	4,040	67.33%
SPLOST III Fund	-	200,000	-	0.00%
SPLOST IV Fund	1,038,969	125,000	-	0.00%
SPLOST V Fund	2,165,085	7,405,000	1,798,181	24.28%
Town Center Fund	492,037	625,000	305,626	100.00%
Debt Service Fund	358,736	358,736	-	0.00%
Stormwater Utility Fund	187,620	335,000	166,009	49.55%
TOTAL EXPENDITURES/ EXPENSES - ALL FUNDS	\$ 11,877,252	\$ 18,216,736	\$ 6,533,561	35.87%



**Comparison to Prior Year
42% of year lapsed**

	5/31/18 Actual	2018 Annual Budget	% of Annual Budget	5/31/19 Actual	2019 Annual Budget	% of Annual Budget
REVENUES BY FUND						
General Fund	2,263,321	6,800,000	33.28%	1,996,972	8,250,000	24.21%
Operating Grant Fund	46,895	225,000	20.84%	69,338	228,500	30.34%
Parks & Recreation Fund	147,148	476,000	30.91%	150,903	683,500	22.08%
Hotel/Motel Tax Fund	2,440	6,500	37.54%	1,880	6,000	31.34%
SPLOST III Fund	26,967	200,000	13.48%	9,164	200,000	4.58%
SPLOST IV Fund	725,897	1,945,000	37.32%	8,464	125,000	6.77%
SPLOST V Fund	52	1,000,000	0.00%	1,053,554	7,405,000	14.23%
Town Center Fund	238	514,989	0.05%	53	625,000	0.01%
Debt Service Fund	-	358,736	0.00%	-	358,736	0.00%
Stormwater Utility Fund	19,776	325,000	6.08%	24,460	335,000	7.30%
TOTAL REVENUES - ALL FUNDS	\$ 3,232,732	\$ 11,851,225	27.97%	\$ 3,314,788	\$ 18,216,736	18.20%

EXPENDITURES/EXPENSES BY FUND

General Fund	3,853,841	6,800,000	56.67%	4,076,053	8,250,000	49.41%
Operating Grant Fund	77,868	225,000	34.61%	78,177	228,500	34.21%
Parks & Recreation Fund	48,734	476,000	10.24%	105,476	683,500	15.43%
Hotel/Motel Tax Fund	3,564	6,500	54.83%	4,040	6,000	67.33%
SPLOST III Fund	-	200,000	0.00%	-	200,000	0.00%
SPLOST IV Fund	638,116	1,945,000	32.81%	-	125,000	0.00%
SPLOST V Fund	559,473	1,000,000	0.00%	1,798,181	7,405,000	24.28%
Town Center Fund	105,165	514,989	20.42%	305,626	625,000	48.90%
Debt Service Fund	-	358,736	0.00%	-	358,736	0.00%
Stormwater Utility Fund	73,805	325,000	22.71%	166,009	335,000	49.55%
TOTAL EXPENDITURES/ EXPENSES - ALL FUNDS	\$ 5,360,565	\$ 11,851,225	55.13%	\$ 6,533,561	\$ 18,216,736	35.87%



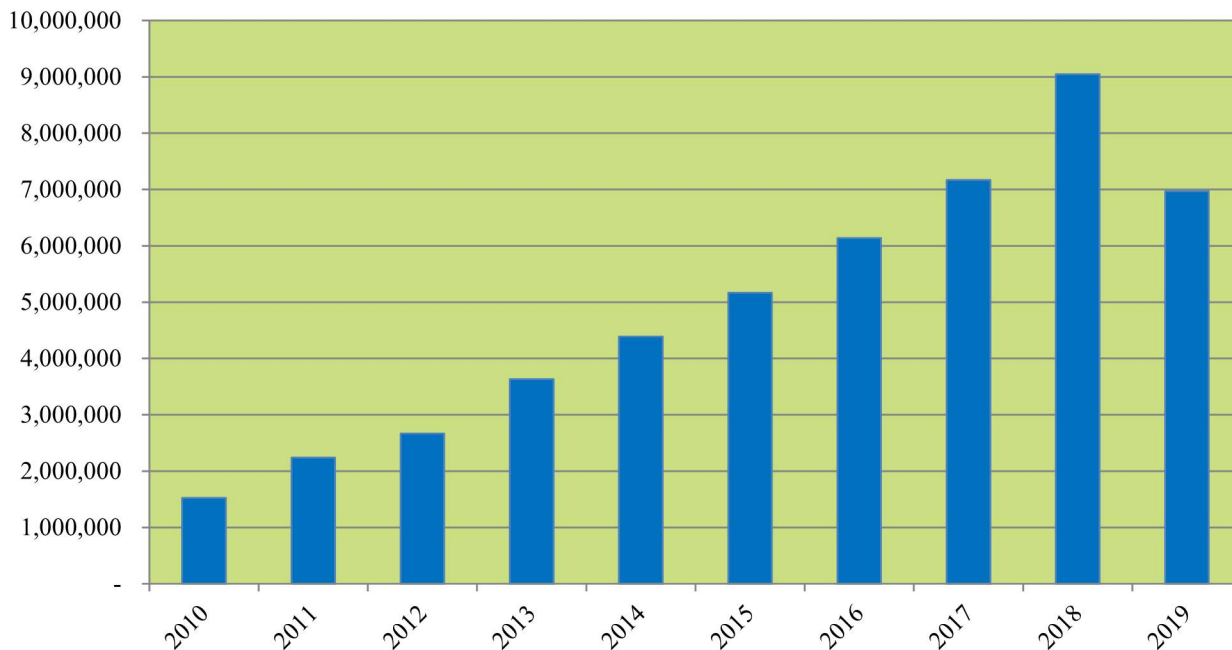
Changes in Fund Balance/Net Position

As of May 31, 2019

Fund	Audited			Unaudited	
	Balance as of 1/1/2019	Revenues	Expenditures/ Expenses	Balance as of 5/31/19	Net Increase/ (Decrease)
General Fund	9,049,617	1,996,972	4,076,053	6,970,536	(2,079,081)
Operating Grant Fund	34,567	69,338	78,177	25,728	(8,839)
Parks & Recreation Fund	244,237	150,903	105,476	289,664	45,427
Hotel/ Motel Tax Fund	9,518	1,880	4,040	7,358	(2,160)
SPLOST III Fund	258,683	9,164	-	267,847	9,164
SPLOST IV Fund	(22,341)	8,464	-	(13,877)	8,464
SPLOST V Fund	(1,010,812)	1,053,554	1,798,181	(1,755,438)	(744,626)
Town Center Fund	23,473	53	305,626	(282,100)	(305,573)
Debt Service Fund	-	-	-	-	-
Stormwater Utility Fund	3,672,025	24,460	166,009	3,530,476	(141,549)
	<u>\$ 12,258,967</u>	<u>\$ 3,314,788</u>	<u>\$ 6,533,561</u>	<u>\$ 9,040,194</u>	<u>\$ (3,218,773)</u>

General Fund - History of Fund Balance

GENERAL FUND FUND BALANCE



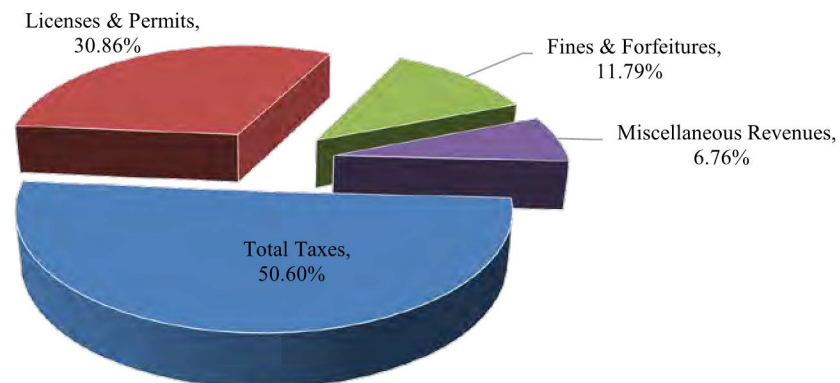


Budget Comparison Report - General Fund

42% of year lapsed

REVENUES	May 2019 Transactions	2019 Annual Budget	YTD Transactions	% of Annual Budget
Property Taxes	9,499	3,650,000	158,340	4.34%
Motor Vehicle Taxes	3,152	15,000	12,756	85.04%
Motor Vehicle Title Ad Valorem Tax	42,001	300,000	175,824	58.61%
Mobile Home Tax	-	750	44	5.82%
Recording Intangible Taxes	6,358	55,000	32,188	58.52%
Penalties & Interest	908	7,500	4,498	59.98%
Fifa Fees	225	2,500	720	28.80%
Franchise Tax	-	385,000	410,498	106.62%
Railroad Equipment Car Tax	-	600	-	0.00%
Real Estate Transfer Tax	1,940	12,500	6,899	55.19%
Business & Occupation Tax	1,813	120,000	49,929	41.61%
Financial Institutions Tax	-	14,000	3,569	25.49%
Insurance Premium Tax	-	665,000	-	0.00%
Total Taxes	65,895	5,727,850	1,010,447	17.64%
Licenses & Permits	117,501	1,383,325	616,236	44.55%
Fines & Forfeitures	70,223	409,150	235,378	57.53%
Miscellaneous Revenues	3,642	678,925	72,794	10.72%
Interest Income	14,374	20,000	34,055	170.27%
Proceeds from the Sale of Conf Assets	-	750	-	0.00%
Proceeds from the Sale of Assets	4,562	10,000	4,562	45.62%
Donation from Private Sources	-	20,000	23,500	117.50%
TOTAL GENERAL FUND REVENUES	\$ 276,197	\$ 8,250,000	\$ 1,996,972	24.21%

Revenues by Source

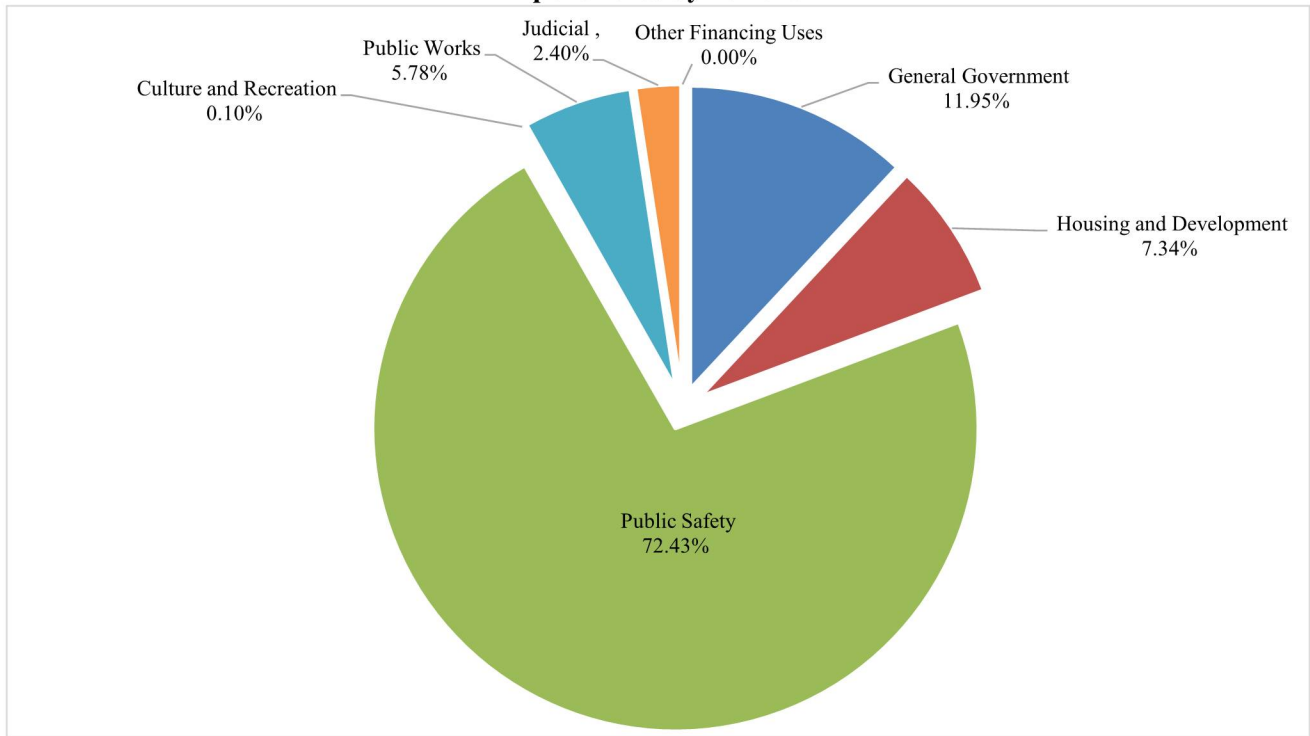




Budget Comparison Report - General Fund
42% of year lapsed

EXPENDITURES	May 2019 Transactions	2019 Annual Budget	YTD Transactions	% of Annual Budget
General Government	177,521	1,170,697	486,985	41.60%
Housing and Development	49,709	826,884	299,124	36.17%
Public Safety	226,302	4,902,887	2,952,225	60.21%
Culture and Recreation	-	4,000	4,000	100.00%
Public Works	46,124	595,476	235,694	39.58%
Judicial	23,618	250,056	98,026	39.20%
Other Financing Uses	-	500,000	-	0.00%
TOTAL GENERAL FUND EXPENDITURES	\$ 523,274	\$ 8,250,000	\$ 4,076,053	49.41%

Expenditures by Function





Budget Comparison Report - All Funds
42% of year lapsed

	Audited		Unaudited	
	2018 Year End Actuals	2019 Annual Budget	Year to Date	% 2019 Annual Budget
<u>GENERAL FUND</u>				
Revenues:	9,150,990	8,250,000	1,996,972	24.21%
Expenditures:	7,000,815	8,250,000	4,076,053	49.41%
Excess Revenues over (under) Expenditures	2,150,175	-	(2,079,081)	
<u>OPERATING GRANT FUND</u>				
Revenues:	152,910	228,500	69,338	30.34%
Expenditures:	155,392	228,500	78,177	34.21%
Excess Revenues over (under) Expenditures	(2,482)	-	(8,839)	
<u>PARKS & RECREATION FUND</u>				
Revenues:	368,663	683,500	150,903	22.08%
Expenditures:	473,110	683,500	105,476	15.43%
Excess Revenues over (under) Expenditures	(104,447)	-	45,427	
<u>HOTEL/MOTEL TAX FUND</u>				
Revenues:	5,803	6,000	1,880	31.34%
Expenditures:	5,488	6,000	4,040	67.33%
Excess Revenues over (under) Expenditures	315	-	(2,160)	
<u>SPLOST III FUND</u>				
Revenues:	27,270	200,000	9,164	4.58%
Expenditures:	-	200,000	-	0.00%
Excess Revenues over (under) Expenditures	27,270	-	9,164	
<u>SPLOST IV FUND</u>				
Revenues:	1,555,593	125,000	8,464	6.77%
Expenditures:	1,038,969	125,000	-	0.00%
Excess Revenues over (under) Expenditures	516,624	-	8,464	
<u>SPLOST V FUND</u>				
Revenues:	-	7,405,000	1,053,554	14.23%
Expenditures:	-	7,405,000	1,798,181	24.28%
Excess Revenues over (under) Expenditures	-	-	(744,626)	



Budget Comparison Report - All Funds
42% of year lapsed

	Audited		Unaudited	
	2018 Year End Actuals	2019 Annual Budget	Year to Date	% 2019 Annual Budget
<u>TOWN CENTER FUND</u>				
Revenues:	521	625,000	53	0.01%
Expenditures:	492,037	625,000	305,626	48.90%
Excess Revenues over (under) Expenditures	(491,516)	-	(305,573)	
<u>DEBT SERVICE FUND</u>				
Revenues:	358,736	358,736	-	0.00%
Expenditures:	358,736	358,736	-	0.00%
Excess Revenues over (under) Expenditures	-	-	-	
<u>STORMWATER UTILITY FUND</u>				
Revenues:	357,194	335,000	24,460	7.30%
Expenses:	187,620	335,000	166,009	49.55%
Excess Revenues over (under) Expenses	169,574	-	(141,549)	



Investments
As of May 31, 2019

Ameris Bank

Downtown Development Authority - CD .75% 35,864

Subtotal Ameris Bank	\$	35,864
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Citibank		129
Bremer Bank		52
The Bank of East Asia		23
Wells Fargo Bank		18
Bank of New Hampshire		3
Bank United		250,000
BNY Mellon, NA		250,000
First Choice Bank		249,565
First National Bank		28,952
MUFG Union Bank, NA		250,000
Old National Bank		249,528
State Bank of Lizton		249,565

Subtotal South State Investment Services	\$	1,527,835
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Total Investments	\$	1,563,699
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Cash
As of May 31, 2019

Ameris Bank

Downtown Development Authority - Checking	87,808
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Subtotal Ameris Bank	\$ 87,808
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South State Bank

General Fund	582,189
Main Street Board	70,573
Parks & Recreation Fund	261,828
Hotel Motel Tax Fund	6,876
Money Market Account	3,036,525
Municipal Court Fund	159,298
Operating Grant Fund	2,370
Police Forfeiture Account	6,266
Police Seized Asset Account	9,620
SPLOST III	267,847
SPLOST IV	57,493
SPLOST IV/Grant Revenue	57,031
SPLOST V	57,052
Town Center Fund	11,550
Stormwater Utility Fund	611,683
Tree Replacement Fund	4,069

Subtotal South State Bank	\$ 5,202,270
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BB&T

Savings Account	2,505,788
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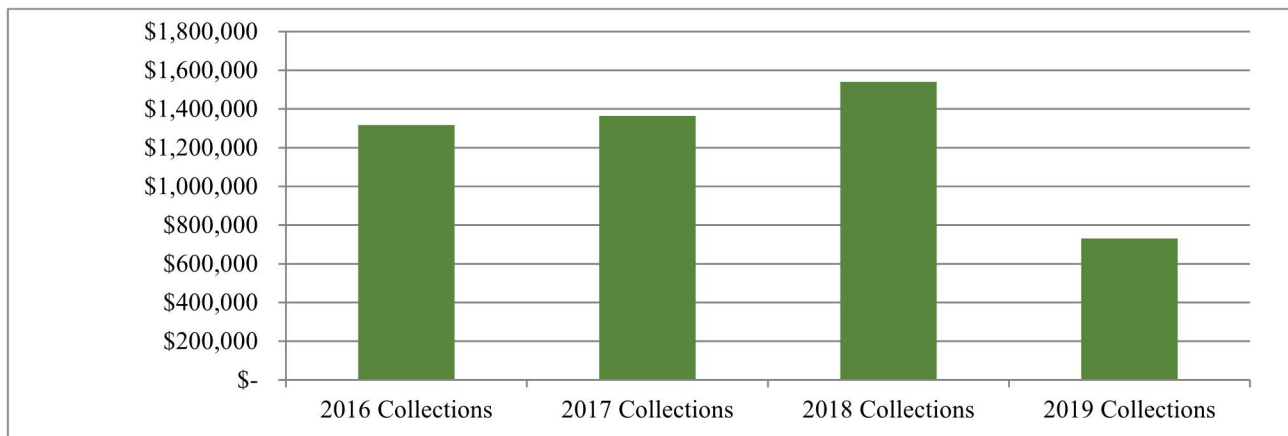
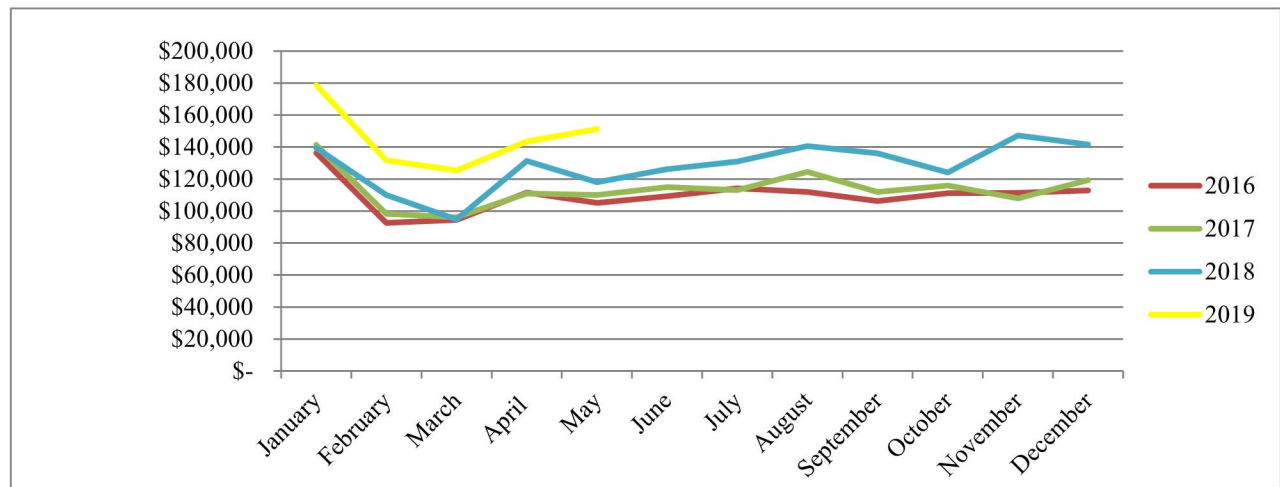
Subtotal BB&T	\$ 2,505,788
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Total Cash	\$ 7,795,866
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Special Purpose Local Option Sales Tax Collections As of May 31, 2019

	2016 Collections	2017 Collections	2018 Collections	2019 Collections	% Change from Prior Year
January	\$ 136,321	\$ 141,344	\$ 139,474	\$ 178,754	28.16%
February	92,605	98,189	109,987	131,700	19.74%
March	94,455	96,130	94,765	125,375	32.30%
April	111,527	111,048	131,392	143,535	9.24%
May	105,169	110,063	117,981	151,269	28.21%
June	109,300	114,965	126,193	-	0.00%
July	114,305	113,172	131,005	-	0.00%
August	112,004	124,429	140,651	-	0.00%
September	106,169	111,901	136,184	-	0.00%
October	111,138	115,857	124,067	-	0.00%
November	111,396	108,048	147,256	-	0.00%
December	112,996	119,270	141,583	-	0.00%
	\$ 1,317,384	\$ 1,364,416	\$ 1,540,538	\$ 730,633	





**Downtown Development Authority
As of May 31, 2019**

Revenues	May 2019 Transactions	2019 Annual Budget	YTD Transactions	% of Annual Budget
Prior Year Fund Balance	-	4,900	-	0.00%
Interest Revenue	-	100	-	0.00%
TOTAL REVENUES	\$ -	\$ 5,000	\$ -	0.00%

Expenditures				
Dues & Fees	-	500	290	58.00%
Training	-	250	-	0.00%
Other Expenditures	-	250	-	0.00%
Stormwater Fees	-	2,500	-	0.00%
Sponsorships	-	1,500	1,500	100.00%
TOTAL EXPENDITURES	\$ -	\$ 5,000	\$ 1,790	35.80%



GENERAL FUND REVENUE DETAIL
As of May 31, 2019

	May 2019 Transactions	2019 Annual Amended Budget	YTD Transactions	% of Annual Budget
Real Property Tax	9,499	3,650,000	158,340	4.34%
Real Property Tax - Public Utility	-	65,000	-	0.00%
Personal Property Tax	-	175,000	-	0.00%
Motor Vehicle Tax	3,152	15,000	12,756	85.04%
Motor Vehicle Title Ad Valorem Tax	42,001	300,000	175,824	58.61%
Apportioned Vehicles (AAVT)	-	5,000	2,346	46.92%
Mobile Home Tax	-	750	44	5.82%
Intangible Tax	6,358	55,000	32,188	58.52%
Railroad Equipment Car Tax	-	600	-	0.00%
Real Estate Transfer Tax	1,940	12,500	6,899	55.19%
Franchise Tax - Electric	-	385,000	410,498	106.62%
Franchise Tax - Gas	-	50,000	17,861	35.72%
Franchise Tax - Cable	-	195,000	131,361	67.36%
Franchise Tax - Telephone	-	10,000	3,615	36.15%
Business & Occupational Tax	1,813	120,000	49,929	41.61%
Insurance Premium Tax	-	665,000	-	0.00%
Financial Institutions Tax	-	14,000	3,569	25.49%
Penalties & Interest	908	7,500	4,498	59.98%
FiFa Fees	225	2,500	720	28.80%
Total Taxes	65,895	5,727,850	1,010,447	17.64%
Alcoholic Beverage Licenses	-	25,000	3,500	14.00%
Alcohol Pouring Permit	380	5,000	1,340	26.80%
Zoning and Land Use Permits	1,820	15,000	7,622	50.81%
Planning and Development Fees	2,530	75,000	4,398	5.86%
Sign Permit Fees	1,734	3,000	2,990	99.66%
Special Event Permits	(10)	250	150	60.00%
Vacant Lot Registration	-	25	-	0.00%
Personal Transportation Veh Permit	20	50	30	60.00%
Other Licenses and Permits	50	1,250	650	52.00%
Building Permit Revenue	85,354	975,000	464,889	47.68%
Certificate of Occupancy Fees	15,050	150,000	84,050	56.03%
Building Permit - Reinspection Fees	3,725	8,000	12,475	155.94%
Building Permit-Sub Fee	6,430	-	12,966	100.00%
Occupational Tax Late Fees	40	750	797	106.26%
Plan Review Fees	379	125,000	20,380	16.30%
Total Licenses and Permits	117,501	1,383,325	616,236	44.55%
Municipal Court Fines	63,809	400,000	222,778	55.69%
Forfeitures	-	500	-	0.00%
Court Costs	162	7,500	6,324	100.00%
Drug Testing Fees	(10)	350	15	4.29%
Expungements	-	50	-	0.00%
Other Fines & Forfeitures	6,262	750	6,262	834.96%
Total Fines and Forfeitures	70,223	409,150	235,378	57.53%
Grant Revenue	-	2,000	-	0.00%
Probation Fees	1,707	10,000	10,521	105.21%
Printing and Duplicating Service Fees	120	500	716	143.22%
Election and Qualifying Fees	-	-	-	0.00%
Advertising Fees	-	5,000	7,128	142.56%
Accident/Incident Reports	175	2,500	940	37.60%
Wrecker Service Contract	-	16,500	16,500	100.00%
Background Checks	80	1,000	420	42.00%
Bad Check Fees	25	100	25	25.00%
Miscellaneous Revenue	1,535	633,825	2,154	0.34%
Rents and Royalties	-	2,500	3,450	138.00%
Reimbursement for Damaged Property	-	5,000	30,940	618.79%
Total Miscellaneous Income	3,642	678,925	72,794	10.72%



GENERAL FUND REVENUE DETAIL
As of May 31, 2019

	May 2019 Transactions	2019 Annual Amended Budget	YTD Transactions	% of Annual Budget
Interest Revenue	14,374	20,000	34,055	170.27%
Total Investment Income	14,374	20,000	34,055	170.27%
Proceeds from Sale of Conf Assets	-	750	-	0.00%
Proceeds from Sale of Assets	4,562	10,000	4,562	45.62%
Donations from Private Sources	-	20,000	23,500	117.50%
Total Other Financing Sources	4,562	30,750	28,062	91.26%
TOTAL GENERAL FUND REVENUES	\$ 276,197	\$ 8,250,000	\$ 1,996,972	24.21%



**General Fund Expenditures
As of May 31, 2019**

	May 2019 Transactions	2019 Annual Amended Budget	YTD Transactions	% of Annual Budget
Governing Body				
Salaries & Wages-Council	3,500	42,000	17,500	41.67%
Employee Benefits-Medical	5,780	48,995	35,208	71.86%
Employee Benefits-Dental	182	1,278	1,110	86.85%
Employee Benefits-ADD Life	74	882	441	50.00%
FICA	153	2,604	766	29.41%
Medicare	36	609	179	29.41%
Employee Benefits-Retirement	252	2,361	1,259	53.32%
Unemployment	(2)	144	46	31.74%
Workers Comp Insurance	-	1,075	-	0.00%
Total Salaries and Benefits	<u>9,974</u>	<u>99,948</u>	<u>56,508</u>	<u>56.54%</u>
Communications	41	250	231	92.25%
Travel	-	1,000	-	0.00%
Dues and Fees	-	500	210	42.00%
Education and Training	-	2,250	940	41.78%
General Supplies and Materials	-	250	169	67.42%
Total Operations	<u>41</u>	<u>4,250</u>	<u>1,549</u>	<u>36.45%</u>
City Manager				
Salaries & Wages	8,768	113,985	48,139	42.23%
Employee Benefits-Medical	737	9,291	4,435	47.74%
Employee Benefits-Dental	31	377	189	50.04%
Employee Benefits-ADD Life	12	147	74	50.00%
Employee Benefits-Disability	78	920	469	51.02%
FICA	543	7,067	2,979	42.15%
Medicare	127	1,653	697	42.15%
Employee Benefits-Retirement	683	6,407	3,416	53.32%
Unemployment	(11)	38	27	70.00%
Workers' Comp. Insurance	-	492	-	0.00%
Total Salaries and Benefits	<u>10,969</u>	<u>140,377</u>	<u>60,424</u>	<u>43.04%</u>
Communications	45	500	274	54.82%
Dues and Fees	285	1,500	415	27.67%
Education and Training	-	2,500	-	0.00%
Other Expenditures	79	500	339	67.72%
General Supplies and Materials	-	1,000	107	10.65%
Total Operations	<u>409</u>	<u>6,000</u>	<u>1,134</u>	<u>18.90%</u>
City Clerk				
Salaries & Wages	9,304	120,958	51,202	42.33%
Employee Benefits-Medical	2,606	32,473	15,675	48.27%
Employee Benefits-Dental	108	1,297	649	50.00%
Employee Benefits-ADD Life	25	294	147	50.00%
Employee Benefits-Disability	83	977	498	50.98%
FICA	553	7,499	3,048	40.65%
Medicare	129	1,754	713	40.64%
Employee Benefits-Retirement	725	6,799	3,625	53.32%



**General Fund Expenditures
As of May 31, 2019**

	May 2019 Transactions	2019 Annual Amended Budget	YTD Transactions	% of Annual Budget
Unemployment	(23)	76	53	70.12%
Workers' Comp. Insurance	-	310	-	0.00%
Total Salaries and Benefits	<u>13,510</u>	<u>172,437</u>	<u>75,610</u>	<u>43.85%</u>
Professional Services	-	20,000	-	0.00%
Communications	86	1,000	505	50.47%
Advertising	-	500	87	17.48%
Travel	-	2,500	1,142	45.67%
Dues and Fees	110	3,000	1,571	52.36%
Education and Training	435	2,500	435	17.40%
Other Expenditures	617	1,000	616	61.58%
General Supplies and Materials	346	5,000	2,031	40.61%
Total Operations	<u>1,593</u>	<u>35,500</u>	<u>6,386</u>	<u>17.99%</u>
Elections				
Advertising	-	1,500	-	0.00%
Intergovernmental - Elections	-	-	-	0.00%
Total Operations	<u>-</u>	<u>1,500</u>	<u>-</u>	<u>0.00%</u>
Contingency				
Contingency	-	82,500	-	0.00%
Total Operations	<u>-</u>	<u>82,500</u>	<u>-</u>	<u>0.00%</u>
Financial Administration				
Salaries & Wages	6,616	84,483	35,766	42.34%
Employee Benefits-Medical	3,692	46,364	22,306	48.11%
Employee Benefits-Dental	153	1,840	920	49.99%
Employee Benefits-ADD Life	25	294	147	50.00%
Employee Benefits-Disability	58	627	346	55.15%
FICA	367	5,238	1,978	37.76%
Medicare	86	1,225	463	37.76%
Employee Benefits-Retirement	506	4,749	2,532	53.32%
Unemployment	(22)	76	54	70.51%
Workers' Comp. Insurance	-	216	-	0.00%
Total Salaries and Benefits	<u>11,480</u>	<u>145,112</u>	<u>64,511</u>	<u>44.46%</u>
Professional Services	850	15,000	2,350	15.67%
Professional Services - Audit	-	35,000	-	0.00%
Advertising/Promotions	-	2,500	-	0.00%
Printing and Binding	-	1,000	240	24.00%
Dues and Fees-Bank Service Fees	265	3,500	2,045	58.42%
Education and Training	-	1,000	-	0.00%
General Supplies and Materials	99	2,543	663	26.08%
General Supplies-Postage	335	5,000	1,580	31.60%
Gasoline/Diesel	-	100	50	100.00%
Small Equipment	-	500	-	0.00%
Total Operations	<u>1,549</u>	<u>66,143</u>	<u>6,928</u>	<u>10.47%</u>



**General Fund Expenditures
As of May 31, 2019**

	May 2019 Transactions	2019 Annual Amended Budget	YTD Transactions	% of Annual Budget
Legal				
Professional Services - Legal	2,295	45,000	3,990	8.87%
Total Operations	<u>2,295</u>	<u>45,000</u>	<u>3,990</u>	<u>8.87%</u>
Salaries & Wages	4,030	52,319	22,149	42.34%
Employee Benefits-Medical	1,260	23,182	7,388	31.87%
Employee Benefits-Dental	77	920	460	49.99%
Employee Benefits-ADD Life	12	147	74	50.00%
Employee Benefits-Disability	36	423	215	50.92%
FICA	230	3,244	1,257	38.76%
Medicare	54	759	294	38.74%
Employee Benefits-Retirement	314	2,941	1,568	53.32%
Unemployment	(11)	38	27	70.05%
Workers' Comp. Insurance	-	134	-	0.00%
Total Salaries and Benefits	<u>6,001</u>	<u>84,107</u>	<u>33,432</u>	<u>39.75%</u>
Communications	45	1,000	274	27.41%
Dues and Fees	15	1,750	15	0.87%
General Supplies and Materials	3	5,000	681	13.62%
Small Equipment	379	12,000	3,513	29.27%
Software	37,167	25,000	46,086	184.35%
Total Operations	<u>37,609</u>	<u>44,750</u>	<u>50,570</u>	<u>113.00%</u>
Risk Management				
Professional Services	-	10,000	5,000	50.00%
Liability Insurance	72,191	95,000	74,879	78.82%
Total Operations	<u>72,191</u>	<u>105,000</u>	<u>79,879</u>	<u>76.07%</u>
General Government Building				
Salaries & Wages	2,797	37,384	15,421	41.25%
Employee Benefits-Medical	737	9,291	4,435	47.74%
Employee Benefits-Dental	31	377	189	50.04%
Employee Benefits-ADD Life	12	147	74	50.00%
Employee Benefits-Disability	25	294	150	50.94%
FICA	172	2,318	951	41.01%
Medicare	40	542	222	41.02%
Employee Benefits-Retirement	224	2,101	1,120	53.33%
Unemployment	(11)	38	27	70.00%
Workers' Comp. Insurance	-	3,831	-	0.00%
Total Salaries and Benefits	<u>4,028</u>	<u>56,323</u>	<u>22,588</u>	<u>40.10%</u>
Disposal - Garbage	29	2,500	142	5.69%
Pest Control	100	2,000	475	23.75%
Repairs and Maintenance	2,448	15,000	3,302	22.02%
Repairs and Maintenance - Vehicles	50	750	3,919	522.48%
Rental of Equipment	429	5,000	1,769	35.38%



**General Fund Expenditures
As of May 31, 2019**

	May 2019 Transactions	2019 Annual Amended Budget	YTD Transactions	% of Annual Budget
Communications	900	10,000	4,524	45.24%
Dues and Fees	-	500	-	0.00%
Other Expenditures	-	500	-	0.00%
General Supplies and Materials	654	15,000	2,203	14.68%
Water and Sewer	-	12,500	257	2.06%
Natural Gas	70	5,000	211	4.22%
Electricity	1,007	10,000	5,074	50.74%
Gasoline and Diesel	100	1,500	401	26.75%
Small Equipment	-	1,000	720	72.00%
Software	85	500	478	95.63%
Total Operations	<u>5,872</u>	<u>81,750</u>	<u>23,476</u>	<u>28.72%</u>
TOTAL GENERAL GOVERNMENT	<u>\$ 177,521</u>	<u>\$ 1,170,697</u>	<u>\$ 486,985</u>	<u>41.60%</u>
Municipal Court				
Salaries & Wages	11,340	99,132	38,979	39.32%
Salaries & Wages - Overtime	268	1,030	1,657	160.86%
Employee Benefits-Medical	744	32,473	6,325	19.48%
Employee Benefits-Dental	108	1,840	631	34.29%
Employee Benefits-ADD Life	25	294	135	45.83%
Employee Benefits-Disability	61	696	292	41.96%
FICA	636	6,210	2,173	34.99%
Medicare	149	1,452	508	35.00%
Employee Benefits-Retirement	577	5,466	2,885	52.77%
Unemployment	(1)	114	75	65.58%
Workers' Compensation	-	249	-	0.00%
Total Salaries and Benefits	<u>13,907</u>	<u>148,956</u>	<u>53,659</u>	<u>36.02%</u>
Professional Services - Public Defender	540	7,500	1,945	25.93%
Professional Services - Solicitor/Judge	6,000	65,000	24,000	36.92%
Repairs & Maintenance	-	2,500	511	20.45%
Rental of Equipment	130	1,750	642	36.67%
Communications	-	3,500	-	0.00%
Advertising	-	100	-	0.00%
Printing & Binding	205	-	410	100.00%
Travel	130	1,500	(59)	-3.95%
Dues and Fees	-	750	-	0.00%
Education and Training	649	750	1,099	146.53%
Other Expenditures	110	250	249	99.56%
General Supplies and Materials	-	2,500	3,285	131.41%
General Supplies and Materials Postage	-	-	99	100.00%
Food Supplies	243	2,000	1,025	51.24%
Books and Periodicals-Code Books	-	250	-	0.00%
Small Equipment	-	2,500	3,846	153.84%
Software	1,705	10,000	7,070	70.70%
Other Supplies - Uniforms	-	250	245	98.15%
Total Operations	<u>9,711</u>	<u>101,100</u>	<u>44,367</u>	<u>43.88%</u>
TOTAL JUDICIAL	<u>\$ 23,618</u>	<u>\$ 250,056</u>	<u>\$ 98,026</u>	<u>39.20%</u>



**General Fund Expenditures
As of May 31, 2019**

	May 2019 Transactions	2019 Annual Amended Budget	YTD Transactions	% of Annual Budget
<i>Police Administration</i>				
Salaries & Wages	28,538	379,935	157,741	41.52%
Salaries & Wages-Overtime	-	4,120	17	0.40%
Employee Benefits-Medical	5,921	73,373	35,706	48.66%
Employee Benefits-Dental	401	4,434	2,248	50.71%
Employee Benefits-ADD Life	67	882	404	45.84%
Employee Benefits-Disability	252	2,942	1,509	51.30%
FICA	1,697	23,812	9,376	39.37%
Medicare	397	5,570	2,193	39.37%
Employee Benefits-Retirement	2,211	20,959	11,056	52.75%
Unemployment	(68)	228	160	69.99%
Workers' Compensation	-	15,196	-	0.00%
<i>Total Salaries and Benefits</i>	39,416	531,451	220,409	41.47%
Professional Services	-	1,000	250	25.00%
Repair & Maintenance-Vehicle	61	6,000	733	12.22%
Rental of Equipment	389	5,000	1,773	35.46%
Communications	293	3,000	1,469	48.95%
Advertising	(145)	500	-	0.00%
Printing and Binding	-	700	56	8.00%
Travel	632	2,500	1,466	58.63%
Dues and Fees	-	5,000	1,269	25.38%
Education and Training	-	2,000	1,080	54.00%
Other Expenditures	295	2,500	1,116	44.65%
General Supplies and Materials	232	3,000	544	18.12%
General Supplies - Postage	18	500	18	3.62%
Gasoline/Diesel	875	7,000	2,995	42.79%
Small Equipment	-	2,500	2,658	106.32%
Software	880	2,500	1,735	69.39%
Other Supplies - Uniforms	-	3,200	712	22.25%
<i>Total Operations and Capital</i>	3,529	46,900	17,874	38.11%
<i>Criminal Investigation Division</i>				
Salaries & Wages	16,114	221,771	90,043	40.60%
Salaries & Wages-Overtime	397	6,180	1,826	29.55%
Employee Benefits-Medical	4,080	51,056	24,484	47.96%
Employee Benefits-Dental	185	3,137	1,247	39.74%
Employee Benefits-ADD Life	49	588	294	50.00%
Employee Benefits-Disability	130	1,489	781	52.45%
FICA	1,000	14,132	5,565	39.38%
Medicare	234	3,306	1,301	39.37%
Employee Benefits-Retirement	1,291	12,440	6,453	51.88%
Unemployment	(46)	152	106	70.01%
Workers' Compensation	-	10,021	-	0.00%
<i>Total Salaries and Benefits</i>	23,434	324,272	132,101	40.74%



**General Fund Expenditures
As of May 31, 2019**

	May 2019 Transactions	2019 Annual Amended Budget	YTD Transactions	% of Annual Budget
Repair & Maintenance-Vehicle	423	6,000	4,002	66.70%
Communications	124	2,000	911	45.55%
Printing and Binding	-	250	-	0.00%
Travel	322	2,000	322	16.11%
Dues and Fees	-	1,000	160	16.00%
Education and Training	-	2,000	477	23.85%
General Supplies and Materials	-	2,000	280	13.99%
General Supplies and Materials-Postage	-	50	15	100.00%
Gasoline and Diesel	800	7,000	3,057	43.67%
Small Equipment	-	1,000	1,017	101.67%
Software	-	2,000	-	0.00%
Other Supplies - Uniforms	-	1,000	-	0.00%
Total Operations and Capital	1,670	26,300	10,240	38.94%
Vice				
Salaries & Wages	3,810	51,634	21,559	41.75%
Salaries & Wages-Overtime	51	2,060	792	38.47%
Employee Benefits-Medical	1,318	16,848	8,206	48.70%
Employee Benefits-Dental	77	920	460	49.99%
Employee Benefits-ADD Life	12	147	74	50.00%
Employee Benefits-Disability	31	369	188	50.88%
FICA	221	3,329	1,285	38.61%
Medicare	52	779	301	38.59%
Employee Benefits-Retirement	301	2,930	1,503	51.28%
Unemployment	(11)	38	27	70.03%
Workers' Compensation	-	2,360	-	0.00%
Total Salaries and Benefits	5,861	81,414	34,394	42.25%
Dues and Fees	-	150	-	0.00%
Total Operations and Capital	-	150	-	0.00%
Patrol				
Salaries & Wages	69,604	1,130,810	408,480	36.12%
Salaries & Wages-Overtime	3,336	43,260	23,383	54.05%
Employee Benefits-Medical	24,331	300,956	147,030	48.85%
Employee Benefits-Dental	1,081	13,395	6,649	49.64%
Employee Benefits-ADD Life	257	3,528	1,604	45.48%
Employee Benefits-Disability	551	8,351	3,814	45.67%
FICA	4,373	72,792	25,918	35.61%
Medicare	1,023	17,025	6,061	35.60%
Employee Benefits-Retirement	6,581	63,485	32,905	51.83%
Unemployment	(247)	950	592	62.33%
Workers' Compensation	-	51,614	2,537	4.92%
Total Salaries and Benefits	110,890	1,706,166	658,975	38.62%



**General Fund Expenditures
As of May 31, 2019**

	May 2019 Transactions	2019 Annual Amended Budget	YTD Transactions	% of Annual Budget
Professional Services	-	750	-	0.00%
Repair & Maintenance	-	3,000	125	4.17%
Repair & Maintenance-Vehicle	4,226	38,000	21,191	55.77%
Communications	1,209	19,000	4,888	25.73%
Printing and Binding	-	500	-	0.00%
Travel	75	250	153	100.00%
Dues and Fees	-	3,000	105	3.50%
Education & Training	260	500	515	102.90%
Contract Labor	-	500	250	50.00%
Other Expenditures	-	7,000	1,223	17.47%
General Supplies and Materials	89	11,000	687	6.24%
Weapons Supplies & Ammunition	10,195	35,000	10,394	29.70%
Gasoline and Diesel	8,169	55,000	25,381	46.15%
Small Equipment	-	4,600	5,089	110.63%
Software	-	6,000	4,500	75.00%
Other Supplies - Uniforms	480	30,000	4,863	16.21%
Total Operations and Capital	24,703	214,100	79,363	37.07%
Police Training				
Salaries & Wages	3,821	53,938	22,017	40.82%
Salaries & Wages-Overtime	402	2,060	493	23.92%
Employee Benefits-Medical	-	8,352	-	0.00%
Employee Benefits-Dental	-	379	-	0.00%
Employee Benefits-ADD Life	-	147	61	41.67%
Employee Benefits-Disability	31	368	188	51.02%
FICA	262	3,472	1,396	40.20%
Medicare	61	812	326	40.20%
Employee Benefits-Retirement	314	3,056	1,570	51.36%
Unemployment	(11)	38	27	70.03%
Workers' Compensation	-	2,462	-	0.00%
Total Salaries and Benefits	4,880	75,084	26,077	34.73%
Repair & Maintenance	128	3,000	199	6.64%
Repair & Maintenance-Vehicle	33	2,000	166	8.29%
Communications	41	500	231	46.12%
Travel	1,439	2,000	1,439	71.95%
Dues and Fees	-	500	-	0.00%
Education and Training	1,050	25,000	3,685	14.74%
General Supplies and Materials	38	4,000	281	7.01%
Weapons Supplies & Ammunition	544	50,000	19,844	39.69%
Gasoline and Diesel	172	1,750	686	39.21%
Small Equipment	-	1,000	-	0.00%
Other Supplies - Uniforms	-	300	-	0.00%
Intergovernmental	-	5,000	5,000	100.00%
Total Operations and Capital	3,445	95,050	31,531	33.17%
Police Stations and Buildings				
Disposal-Garbage/Recycle	86	1,500	427	28.47%



**General Fund Expenditures
As of May 31, 2019**

	May 2019 Transactions	2019 Annual Amended Budget	YTD Transactions	% of Annual Budget
Pest Control	60	1,000	240	24.00%
Repairs and Maintenance	452	7,500	3,781	50.41%
Communications	858	8,500	4,293	50.51%
General Supplies and Materials	328	2,500	1,534	61.36%
Water/Sewer	-	5,000	1,706	34.12%
Electricity	1,007	15,000	5,075	33.83%
Small Equipment	-	2,500	-	0.00%
Software	46	500	258	51.57%
Total Operations	<u>2,838</u>	<u>44,000</u>	<u>17,314</u>	<u>39.35%</u>
Probation				
Salaries & Wages	3,679	47,005	20,209	42.99%
Employee Benefits-Medical	1,281	8,352	8,104	97.03%
Employee Benefits-Dental	77	920	460	49.99%
Employee Benefits-ADD Life	25	147	86	58.33%
Employee Benefits-Disability	31	369	188	50.93%
FICA	196	2,914	1,091	37.45%
Medicare	46	682	255	37.42%
Employee Benefits-Retirement	274	2,565	1,368	53.33%
Unemployment	(11)	38	27	70.03%
Workers' Compensation	-	2,066	-	0.00%
Total Salaries and Benefits	<u>5,596</u>	<u>65,058</u>	<u>31,787</u>	<u>48.86%</u>
Communications	41	500	231	46.12%
Travel	-	500	418	83.52%
Dues and Fees	-	300	-	0.00%
General Supplies and Materials	-	500	20	4.00%
Small Equipment	-	250	900	359.88%
Other Supplies - Uniforms	-	300	-	0.00%
Total Operations and Capital	<u>41</u>	<u>2,350</u>	<u>1,568</u>	<u>66.72%</u>
Fire Services				
Intergovernmental-Fire Services	-	1,690,592	1,690,592	100.00%
Total Fire Services	<u>-</u>	<u>1,690,592</u>	<u>1,690,592</u>	<u>100.00%</u>
TOTAL PUBLIC SAFETY	<u>\$ 226,302</u>	<u>\$ 4,902,887</u>	<u>\$ 2,952,225</u>	<u>60.21%</u>
Highways and Streets				
Professional Services-Engineering	1,500	7,500	3,000	40.00%
Disposal-Garbage/Recycling	93	1,250	466	37.26%
Lawn Care	82	1,000	164	16.40%
Pest Control	-	250	-	0.00%
Repairs & Maintenance	-	28,500	11,646	40.86%
Repairs & Maintenance-Vehicles	818	5,000	2,208	44.16%
Rental of Equipment	91	2,500	1,683	67.31%
Communications	-	250	-	0.00%
Contract Labor	34,165	409,976	170,153	41.50%



**General Fund Expenditures
As of May 31, 2019**

	May 2019 Transactions	2019 Annual Amended Budget	YTD Transactions	% of Annual Budget
Other Expenditures	-	250	-	0.00%
General Supplies and Materials	-	1,750	-	0.00%
Electricity	228	5,000	1,280	25.60%
Gasoline/Diesel	544	10,000	1,672	16.72%
Small Equipment	-	4,750	-	0.00%
Total Operations	<u>37,521</u>	<u>477,976</u>	<u>192,272</u>	<u>40.23%</u>
Street Lights				
Electricity-Street Lights	<u>8,497</u>	<u>90,000</u>	<u>42,585</u>	<u>47.32%</u>
Total Street Lights	<u>8,497</u>	<u>90,000</u>	<u>42,585</u>	<u>47.32%</u>
Traffic Lights				
Electricity-Traffic Lights	<u>106</u>	<u>2,500</u>	<u>573</u>	<u>22.93%</u>
Total Traffic Lights	<u>106</u>	<u>2,500</u>	<u>573</u>	<u>22.93%</u>
Tree Commission				
Repairs & Maintenance	-	21,500	-	0.00%
Travel	-	750	-	0.00%
Dues and Fees	-	500	175	35.00%
Education and Training	-	1,000	30	3.00%
General Supplies & Materials	-	750	58	7.78%
Books and Periodicals	-	500	-	0.00%
Total Operations	<u>-</u>	<u>25,000</u>	<u>263</u>	<u>1.05%</u>
TOTAL PUBLIC WORKS	<u>\$ 46,124</u>	<u>\$ 595,476</u>	<u>\$ 235,694</u>	<u>39.58%</u>
Culture and Recreation				
Intergovernmental-Sequoyah Regional	<u>-</u>	<u>4,000</u>	<u>4,000</u>	<u>100.00%</u>
TOTAL CULTURE AND RECREATION	<u>\$ -</u>	<u>\$ 4,000</u>	<u>\$ 4,000</u>	<u>100.00%</u>
Building Inspections				
Salaries & Wages	16,297	217,155	91,888	42.31%
Overtime	-	1,500	-	0.00%
Employee Benefits-Medical	6,178	66,964	37,778	56.42%
Employee Benefits-Dental	338	3,514	1,985	56.49%
Employee Benefits-ADD Life	57	735	331	45.00%
Employee Benefits-Disability	149	1,763	906	51.42%
FICA	945	13,557	5,372	39.62%
Medicare	221	3,170	1,256	39.63%
Employee Benefits-Retirement	1,499	12,291	7,496	60.99%
Unemployment	(58)	190	158	83.14%
Workers' Compensation	<u>(1,165)</u>	<u>3,883</u>	<u>(1,165)</u>	<u>-30.00%</u>
Total Salaries and Benefits	<u>24,461</u>	<u>324,722</u>	<u>146,005</u>	<u>44.96%</u>



**General Fund Expenditures
As of May 31, 2019**

	May 2019 Transactions	2019 Annual Amended Budget	YTD Transactions	% of Annual Budget
Professional Services-Engineering	3,661	50,000	13,510	27.02%
Professional Services-Legal	743	2,500	3,750	149.99%
Technical Services - Planning	-	50,000	13,860	27.72%
Repairs & Maintenance	-	3,500	-	0.00%
Repairs & Maintenance - Vehicles	20	5,000	2,030	40.60%
Communications	173	5,000	1,016	20.31%
Advertising -Promotions	119	5,000	718	14.36%
Printing & Binding	-	1,000	-	0.00%
Travel	157	2,500	853	34.13%
Dues and Fees	130	7,500	1,209	16.12%
Education and Training	-	2,500	290	11.62%
Contract Labor	630	25,000	630	2.52%
Other Expenditures	-	500	207	41.31%
General Supplies and Materials	144	2,500	582	23.29%
General Supplies - Postage	-	250	-	0.00%
Gasoline/Diesel	386	5,000	1,352	27.05%
Books and Periodicals-Code Books	7	750	7	0.87%
Small Equipment	-	1,500	1,473	98.19%
Other Supplies - Uniforms	-	250	-	0.00%
Total Operations	6,168	170,250	41,487	24.37%
Planning and Zoning				
Salaries & Wages	8,191	106,482	44,982	42.24%
Employee Benefits-Medical	1,478	18,582	8,888	47.83%
Employee Benefits-Dental	31	755	189	24.99%
Employee Benefits-ADD Life	25	294	156	53.06%
Employee Benefits-Disability	73	865	438	50.69%
FICA	497	6,602	2,727	41.30%
Medicare	116	1,544	638	41.31%
Employee Benefits-Retirement	638	5,985	3,191	53.32%
Unemployment	(22)	76	54	71.64%
Workers' Compensation	-	6,193	-	0.00%
Total Salaries and Benefits	11,028	147,378	61,264	41.57%
Professional Services	-	25,000	-	0.00%
Professional Services-Legal	-	1,000	-	0.00%
Technical Services - Planning	-	15,000	-	0.00%
Repairs & Maintenance	-	500	-	0.00%
Other Services - Map Updates	-	1,000	-	0.00%
Communications	90	1,500	1,048	69.88%
Advertising	-	12,000	7,495	62.46%
Printing & Binding	-	250	-	0.00%
Travel	49	2,500	64	2.55%
Dues and Fees	-	2,500	470	18.80%
Education and Training	-	1,000	950	95.00%
Planning & Zoning Meeting Fees	196	2,500	1,176	47.04%
Other Expenditures	-	500	49	100.00%
General Supplies and Materials	49	1,500	64	4.23%



**General Fund Expenditures
As of May 31, 2019**

	May 2019 Transactions	2019 Annual Amended Budget	YTD Transactions	% of Annual Budget
Gasoline & Diesel	34	500	34	6.80%
Small Equipment	-	-	857	100.00%
Total Operations	<u>418</u>	<u>67,250</u>	<u>12,207</u>	<u>18.15%</u>
Main Street Program				
Salaries and Wages	3,781	49,177	20,858	42.41%
Overtime	-	1,000	-	0.00%
Employee Benefits - Medical	1,266	15,629	7,616	48.73%
Employee Benefits - Dental	31	376	189	50.17%
Employee Benefits - Add Life	12	147	74	50.00%
Employee Benefits - Disability	34	397	202	50.99%
FICA	224	3,111	1,229	39.52%
Medicare	52	728	288	39.50%
Employee Benefits - Retirement	295	2,819	1,474	52.28%
Unemployment	(11)	38	27	69.97%
Workers Comp Insurance	-	217	-	0.00%
Total Salaries and Benefits	<u>5,684</u>	<u>73,639</u>	<u>31,956</u>	<u>43.40%</u>
Communications	41	750	231	30.75%
Advertising	-	500	-	0.00%
Travel	-	1,000	12	1.20%
Dues and Fees	-	1,500	800	53.33%
Education and Training	-	1,000	225	22.50%
Contract Labor	400	7,500	3,000	40.00%
Supplies - Special Events	1,509	12,500	1,937	15.50%
Software	-	1,395	-	0.00%
Payments to Other Agencies	-	7,500	-	0.00%
Total Operations	<u>1,951</u>	<u>33,645</u>	<u>6,205</u>	<u>18.44%</u>
Intergovernmental				
Intergovernmental - COED	-	10,000	-	0.00%
Total Intergovernmental	<u>-</u>	<u>10,000</u>	<u>-</u>	<u>0.00%</u>
TOTAL HOUSING AND DEVELOPMENT	<u>\$ 49,709</u>	<u>\$ 826,884</u>	<u>\$ 299,124</u>	<u>36.17%</u>
Other Financing Uses				
Transfer to Other Funds	-	500,000	-	0.00%
TOTAL OTHER FINANCING USES	<u>\$ -</u>	<u>\$ 500,000</u>	<u>\$ -</u>	<u>0.00%</u>
TOTAL GENERAL FUND EXPENDITURES	<u>\$ 523,274</u>	<u>\$ 8,250,000</u>	<u>\$ 4,076,053</u>	<u>49.41%</u>



**Operating Grant Fund
As of May 31, 2019**

REVENUES:	May 2019 Transactions	2019 Annual Budget	YTD Transactions	% of Annual Budget
Atlanta Regional Commission Grant	16,169	228,475	69,306	30.33%
Interest Revenue	3	25	32	129.16%
TOTAL REVENUES	\$ 16,172	\$ 228,500	\$ 69,338	30.34%
EXPENDITURES:				
Payments to Other Agencies-FOCUS	18,830	228,500	78,177	34.21%
TOTAL EXPENDITURES	\$ 18,830	\$ 228,500	\$ 78,177	34.21%



Parks & Recreation Fund
As of May 31, 2019

REVENUES:	May 2019 Transactions	2019 Annual Amended Budget	YTD Transactions	% of Annual Budget
Alcoholic Bev Excise Tax Beer & Wine	18,658	235,000	89,859	38.24%
Alcoholic Bev Excise Tax Liquor	6,000	75,000	35,839	47.78%
Local Option Mixed Drink Tax	3,265	40,000	17,081	42.70%
Penalties and Interest	-	250	-	0.00%
Bad Check Fees	25	50	25	50.00%
Interest Revenue	45	500	211	42.11%
Rents and Royalties	2,336	15,000	7,889	52.59%
Prior Year Fund Balance	-	317,700	-	0.00%
TOTAL REVENUES	\$ 30,329	\$ 683,500	\$ 150,903	22.08%
EXPENDITURES:				
Disposal - Garbage Depot	51	1,000	255	25.52%
Pest Control - Depot	40	750	160	21.33%
Repairs & Maintenance - Depot	43	25,000	1,051	4.20%
Communications	138	1,500	880	58.69%
General Supplies - Depot	-	2,000	-	0.00%
Water/Sewer - Depot	-	750	43	5.79%
Natural Gas - Depot	232	1,500	933	62.18%
Electricity - Depot	339	5,000	1,147	22.95%
Small Equipment - Depot	-	1,500	-	0.00%
Disposal - Garbage Parks	51	750	255	34.03%
Lawn Care	802	10,000	2,136	21.36%
Pest Control - Parks	30	400	184	45.92%
Repairs & Maintenance - Parks	42	25,000	3,823	15.29%
Rental - Equipment & Land	-	614	-	0.00%
Dues and Fees	-	500	357	71.40%
Contract Labor	-	40,000	12,075	30.19%
General Supplies and Materials - Parks	-	1,500	350	23.33%
Water/Sewer - Parks	243	5,000	2,228	44.56%
Electricity - Parks	83	1,500	424	28.29%
Small Equipment - Parks	-	500	-	0.00%
Capital Outlay - Site Improvements	-	200,000	79,173	100.00%
Transfers to Other Funds	-	358,736	-	0.00%
TOTAL EXPENDITURES	\$ 2,094	\$ 683,500	\$ 105,476	15.43%



Hotel/Motel Tax Fund
As of May 31, 2019

	May 2019	2019 Annual	YTD	% of Annual
REVENUES:	Transactions	Budget	Transactions	Budget
Hotel/Motel Taxes	383	5,995	1,873	31.24%
Interest Revenue	1	5	7	148.60%
TOTAL REVENUES	\$ 384	\$ 6,000	\$ 1,880	31.34%
EXPENDITURES:				
Advertising/Promotions	-	6,000	4,040	67.33%
TOTAL EXPENDITURES	\$ -	\$ 6,000	\$ 4,040	67.33%



SPLOST III Fund
As of May 31, 2019

	May 2019	2019 Annual	YTD	% of Annual
REVENUES:	Transactions	Budget	Transactions	Budget
Special Assessments - Crestmont	2,982	11,928	8,946	75.00%
Prior Year Fund Balance	-	187,722	-	0.00%
Interest Revenue	45	350	218	62.27%
TOTAL REVENUES	\$ 3,027	\$ 200,000	\$ 9,164	4.58%
EXPENDITURES:				
Capital Outlay-Infrastructure	-	200,000	-	0.00%
TOTAL EXPENDITURES	\$ -	\$ 200,000	\$ -	0.00%



SPLOST IV Fund
As of May 31, 2019

	May 2019	2019 Annual	YTD	% of Annual
REVENUES:	Transactions	Budget	Transactions	Budget
SPLOST IV Revenue	-	8,400	8,394	99.93%
Special Assessments	-	24,900	-	0.00%
Interest Revenue	28	100	70	70.08%
Prior Year Fund Balance		91,600	-	0.00%
TOTAL REVENUES	\$ 28	\$ 125,000	\$ 8,464	6.77%
EXPENDITURES:				
Capital Outlay-Infrastructure	-	125,000	-	0.00%
TOTAL EXPENDITURES	\$ -	\$ 125,000	\$ -	0.00%



**SPLOST V Fund
As of May 31, 2019**

REVENUES:	May 2019 Transactions	2019 Annual Amended Budget	YTD Transactions	% of Annual Budget
SPLOST V Revenue	143,535	1,300,000	712,553	54.81%
Grant Revenue-LMIG	-	135,000	-	0.00%
Grant Revenue-LCI Phase II	150,450	600,000	340,760	56.79%
Special Assessments	-	1,369,750	-	0.00%
Bond Proceeds	-	4,000,000	-	0.00%
Interest Revenue	54	250	241	96.57%
TOTAL REVENUES	\$ 294,039	\$ 7,405,000	\$ 1,053,554	14.23%
EXPENDITURES:				
Capital Outlay-Public Safety Equipment	55,093	400,000	81,094	20.27%
Capital Outlay-Police Cars	-	199,650	71,585	35.86%
Capital Outlay-Infrastructure	-	1,805,350	-	0.00%
Capital Outlay-HOTL Pedestrian	-	250,000	7,200	2.88%
Capital Outlay-HS Pkwy	277,763	750,000	628,907	83.85%
Capital Outlay-TCP Road Net	298,465	3,000,000	418,465	13.95%
Capital Outlay-LCI Phase II	223,274	750,000	590,930	78.79%
Capital Outlay-Cagle Farm Park	-	250,000	-	0.00%
TOTAL EXPENDITURES	\$ 854,594	\$ 7,405,000	\$ 1,798,181	24.28%



**Town Center Fund
As of May 31, 2019**

Revenues	May 2019 Transactions	2019 Annual Amended Budget	YTD Transactions	% of Annual Budget
Interest Revenue	13	100	53	100.00%
Prior Year Fund Balance	-	124,900	-	0.00%
Transfer from General Fund	-	500,000		0.00%
TOTAL REVENUES	\$ 13	\$ 625,000	\$ 53	0.01%

Expenditures				
Professional Services	-	300,000	75,000	25.00%
Capital Outlay - Site Improvements	115,928	325,000	230,626	70.96%
TOTAL EXPENDITURES	\$ 115,928	\$ 625,000	\$ 305,626	48.90%



Debt Service Fund
As of May 31, 2019

Revenues	May 2019 Transactions	2019 Annual Budget	YTD Transactions	% of Annual Budget
Transfers from Parks & Rec Fund	-	358,736	-	0.00%
TOTAL REVENUES	\$ -	\$ 358,736	\$ -	0.00%
Expenditures				
Debt Service - Bond Principal HSPRA	-	304,359	-	0.00%
Debt Service - Bond Interest HSPRA	-	54,377	-	0.00%
TOTAL EXPENDITURES	\$ -	\$ 358,736	\$ -	0.00%



Stormwater Utility Fund
As of May 31, 2019

REVENUES:	May 2019 Transactions	2019 Annual Budget	YTD Transactions	% of Annual Budget
Stormwater Utility Fees	776	334,500	23,992	7.17%
Interest Revenue	106	500	467	93.45%
TOTAL REVENUES	\$ 882	\$ 335,000	\$ 24,460	7.30%
EXPENSES:				
Salaries & Wages	4,005	70,477	20,025	28.41%
Overtime	-	2,000	-	0.00%
Employee Benefits - Medical Insurance	1,163	13,952	5,815	41.68%
Employee Benefits - Dental Insurance	31	377	155	41.11%
Employee Benefits - Disability	32	380	160	42.11%
Employee Benefits - ADD Life	12	147	60	40.82%
FICA	248	4,494	1,240	27.59%
Medicare	58	1,051	290	27.59%
Employee Benefits - Retirement	225	4,074	1,125	27.61%
Unemployment	3	76	15	19.74%
Workers Comp Insurance	233	4,215	1,165	27.64%
Legal & Professional	135	4,000	345	8.63%
Regional Stormwater	-	2,500	-	0.00%
Pollution Prevention	-	1,500	51	3.39%
Watershed Planning	-	500	-	0.00%
Maintenance & Cleaning	7,278	100,000	56,220	56.22%
Structural Upgrades	738	95,000	78,192	82.31%
Rental of Equipment	-	7,500	-	0.00%
Communications	89	2,750	352	12.81%
Advertising	-	250	-	0.00%
Dues and Fees	-	300	-	0.00%
Training	-	2,000	147	7.35%
Contract Labor	-	500	-	0.00%
General Supplies & Materials	-	1,500	-	0.00%
Postage	-	107	-	0.00%
Water/Sewer	-	5,000	336	6.73%
Gasoline & Diesel	60	4,500	280	6.22%
Small Equipment	-	1,500	-	0.00%
Office Supplies	-	1,000	36	3.59%
Contingency	-	3,350	-	0.00%
TOTAL EXPENSES	\$ 14,310	\$ 335,000	\$ 166,009	49.55%



**Main Street Board
Budget To Actual Comparison Report
As of May 31, 2019**

Revenues	May 2019 Transactions	2019 Annual Budget	YTD Transactions	% of Annual Budget
Business & Occupation Licenses	-	45,909	45,909	100.00%
Alcohol Beverage Licenses	-	25,000	3,500	14.00%
Alcohol Pouring Permits	365	5,000	1,325	26.50%
Donations From Private Sources	-	20,000	23,500	117.50%
Miscellaneous/Registrations/Booth Fees	10	8,825	575	6.52%
Rents and Royalties	-	2,500	3,450	138.00%
Interest Revenue	13	50	35	70.14%
TOTAL REVENUES	\$ 388	\$ 107,284	\$ 78,294	72.98%

Expenditures				
Salaries & Wages	3,781	49,177	20,858	42.41%
Overtime	-	1,000	-	0.00%
Employee Benefits - Medical	1,266	15,629	7,616	48.73%
Employee Benefits- Dental	31	376	189	50.17%
Employee Benefits-Add Life	12	147	74	50.00%
Employee Benefits-Disability	34	397	202	50.99%
FICA	224	3,111	1,229	39.52%
Medicare	52	728	288	39.50%
Employee Benefits-Retirement	295	2,819	1,474	52.28%
Unemployment	(11)	38	27	69.97%
Workers Comp Insurance	-	217	-	0.00%
Communications	41	750	231	30.75%
Advertising	-	500	-	0.00%
Travel	-	1,000	12	1.20%
Dues and Fees	-	1,500	800	53.33%
Education and Training	-	1,000	225	22.50%
Contract Labor	400	7,500	3,000	40.00%
Supplies-Special Events	1,509	12,500	1,937	15.50%
Software	-	1,395	-	0.00%
Payments to Other Agencies	-	7,500	-	0.00%
TOTAL EXPENDITURES	\$ 7,635	\$ 107,284	\$ 38,161	35.57%



**Holly Springs Tree Commission
Budget to Actual Comparison Report
As of May 31, 2019**

Revenues	May 2019 Transactions	2019 Annual Budget	YTD Transactions	% Variance
Development Fees/Recompense	-	24,950.00	-	0.00%
Interest Revenue	0.35	50.00	1.77	3.54%
TOTAL REVENUES	\$ 0.35	\$ 25,000.00	\$ 1.77	0.01%
Expenditures				
Landscaping/Tree Planting & Care	-	8,000.00	-	0.00%
Tree Maintenance	-	8,000.00	-	0.00%
Tree Removal	-	5,500.00	-	0.00%
Travel	-	750.00	-	0.00%
Dues and Fees	-	500.00	175.00	35.00%
Education and Training	-	1,000.00	30.00	3.00%
Tree Seedlings	-	500.00	-	0.00%
Banners & Shirts	-	250.00	58.36	23.34%
Books and Periodicals	-	500.00	-	0.00%
TOTAL EXPENDITURES	\$ -	\$ 25,000.00	\$ 263.36	1.05%

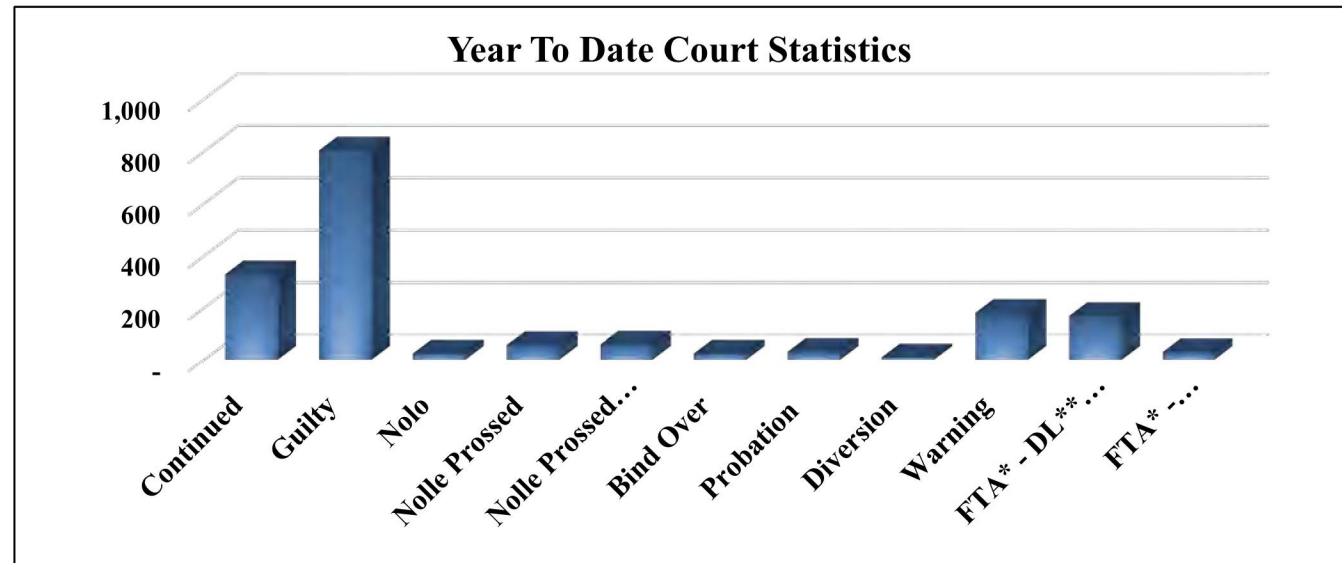


City of Holly Springs Court Statistics 2019 Year to Date

	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Continued	0	131	148	184	70	106	-	-	-	-	-	-	639
Guilty	0	104	131	347	84	36	-	-	-	-	-	-	702
Nolo	0	12	0	9	8	11	-	-	-	-	-	-	40
Nolle Prossed	0	6	1	25	18	36	-	-	-	-	-	-	86
Nolle Prossed on Plea	0	24	0	25	-	-	-	-	-	-	-	-	49
Bind Over	0	5	3	8	6	14	-	-	-	-	-	-	36
Probation	0	9	6	10	10	11	-	-	-	-	-	-	46
Diversion	0	2	0	2	3	1	-	-	-	-	-	-	8
Warning	0	4	0	32	27	108	-	-	-	-	-	-	171
FTA* - DL** Suspended	0	23	32	14	52	147	-	-	-	-	-	-	268
FTA* - Warrant	0	10	8	14	15	20	-	-	-	-	-	-	67
	-	330	329	670	293	490	-	-	-	-	-	-	2,112

* Failure to Appear

** Driver's License



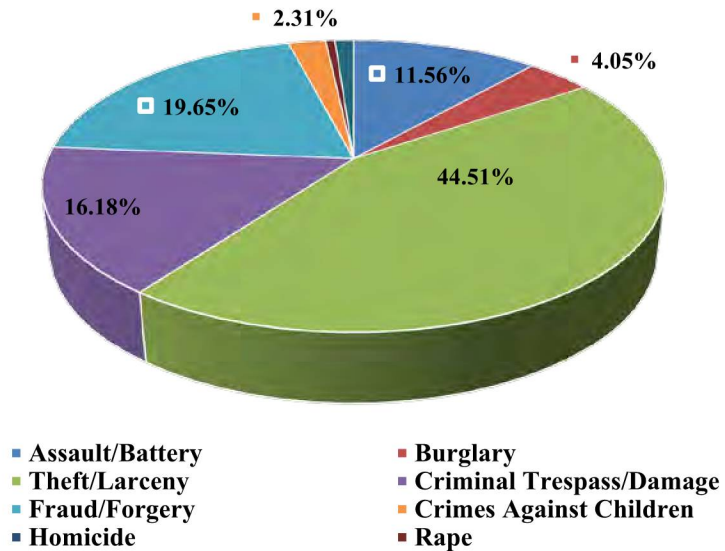


City of Holly Springs Police Statistics 2019 Year to Date

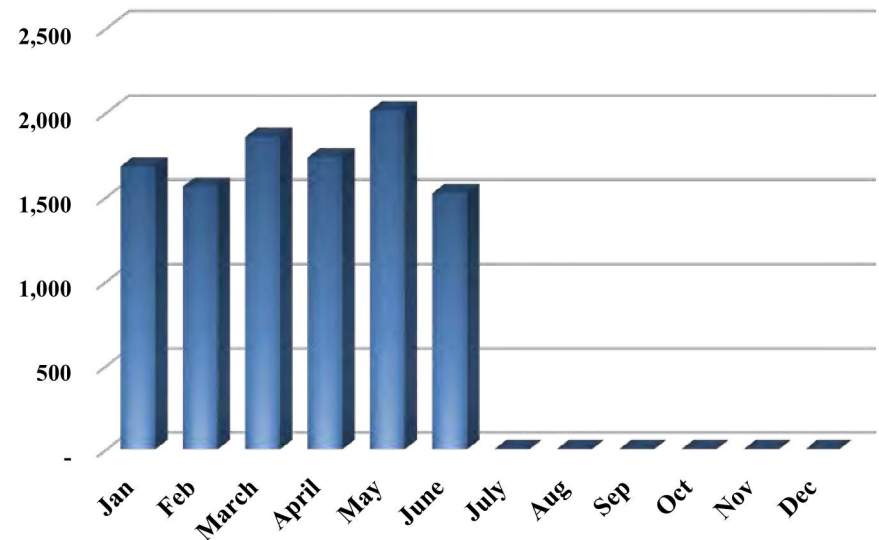
	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Assault/Battery	4	3	3	2	5	3	-	-	-	-	-	-	20
Burglary	3	2	2	-	-	-	-	-	-	-	-	-	7
Theft/Larceny	24	5	17	15	9	7	-	-	-	-	-	-	77
Criminal Trespass/Damage	3	2	3	5	5	10	-	-	-	-	-	-	28
Fraud/Forgery	4	5	5	5	9	6	-	-	-	-	-	-	34
Crimes Against Children	1	1	-	2	-	-	-	-	-	-	-	-	4
Homicide	-	-	-	-	-	-	-	-	-	-	-	-	-
Rape	-	-	-	-	1	-	-	-	-	-	-	-	1
Robbery	-	-	-	-	-	-	-	-	-	-	-	-	-
Arson	-	-	-	-	-	-	-	-	-	-	-	-	-
Motor Vehicle Theft	-	-	-	1	1	-	-	-	-	-	-	-	2
Sex Crimes	-	-	-	-	-	-	-	-	-	-	-	-	-
	39	18	30	30	30	26	-	-	-	-	-	-	173

Calls for Service	1,679	1,560	1,854	1,732	2,011	1,520	-	-	-	-	-	-	10,356
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Year To Date Police Statistics

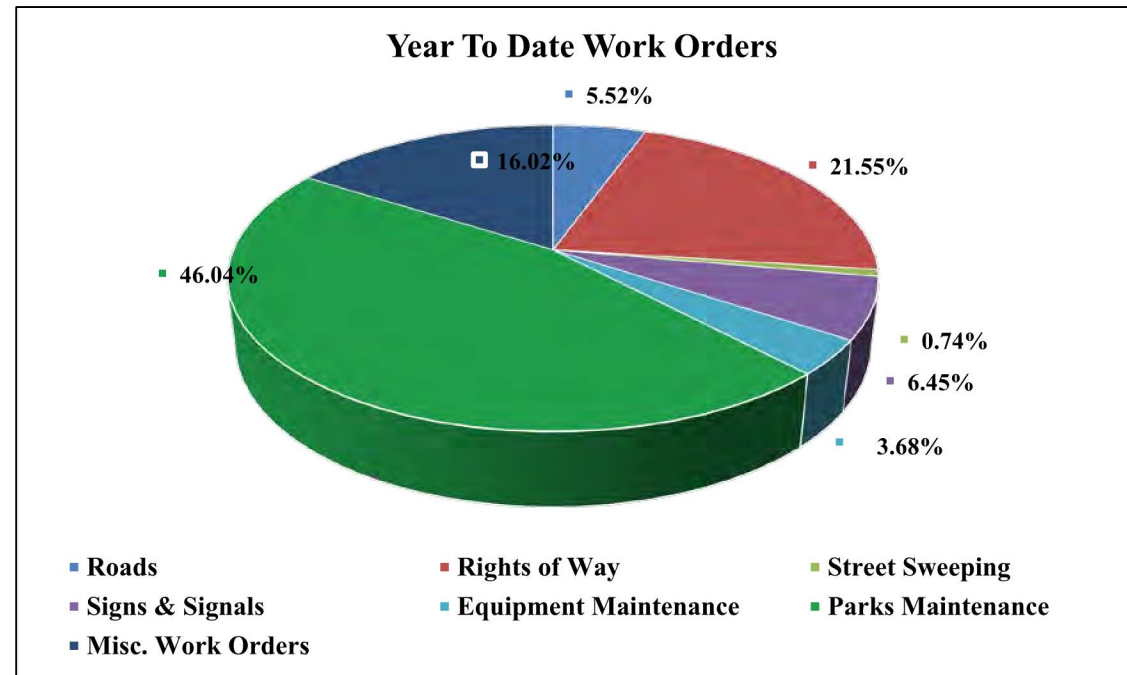


Year To Date Calls for Service



City of Holly Springs Work Orders 2019 Year to Date

	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Roads	8	1	4	5	6	6	-	-	-	-	-	-	30
Rights of Way	3	-	12	25	46	31	-	-	-	-	-	-	117
Street Sweeping	3	1	-	-	-	-	-	-	-	-	-	-	4
Signs & Signals	5	9	3	4	6	8	-	-	-	-	-	-	35
Equipment Maintenance	3	6	4	2	3	2	-	-	-	-	-	-	20
Parks Maintenance	52	51	37	53	28	29	-	-	-	-	-	-	250
Misc. Work Orders	23	16	19	14	8	7	-	-	-	-	-	-	87
	97	84	79	103	97	83	-	-	-	-	-	-	543

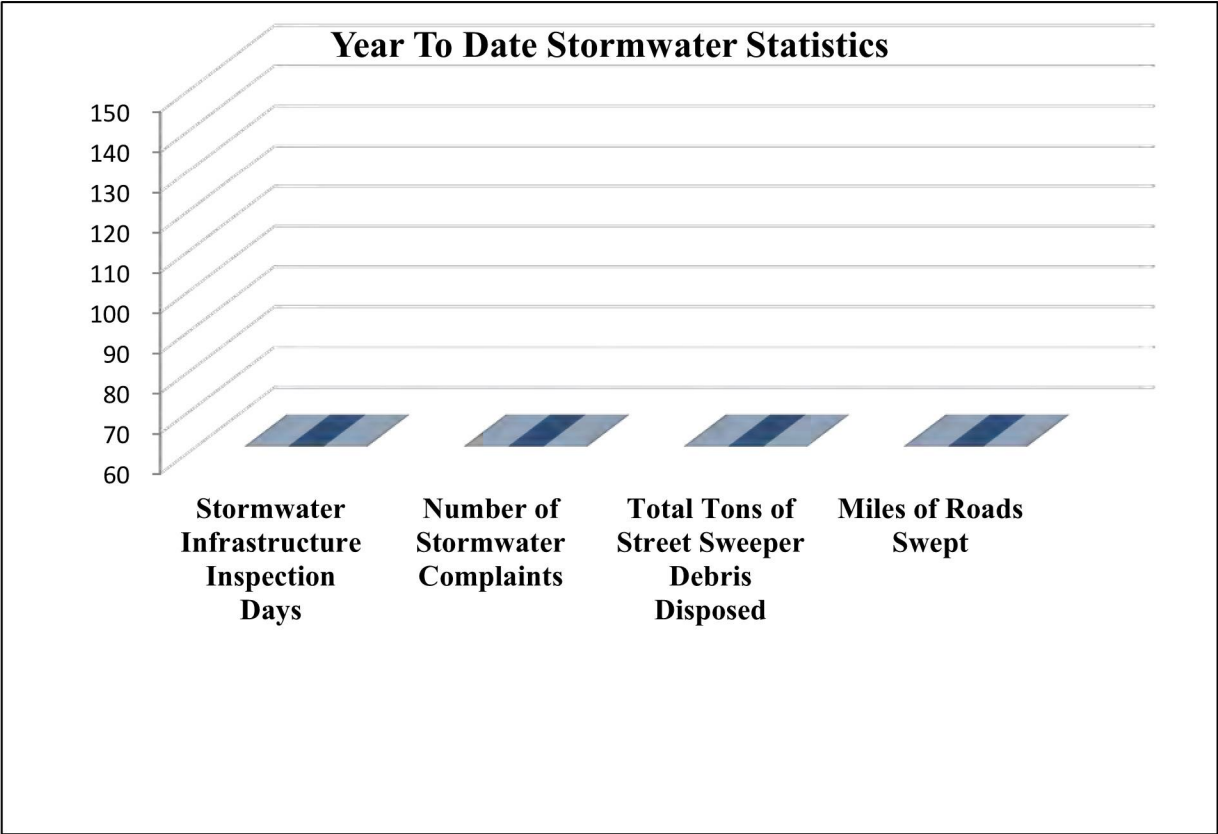




**City of Holly Springs
Stormwater Statistics
2019 Year to Date**

Stormwater Infrastructure Inspection Days
 Number of Stormwater Complaints
 Total Tons of Street Sweeper Debris Disposed
 Miles of Roads Swept

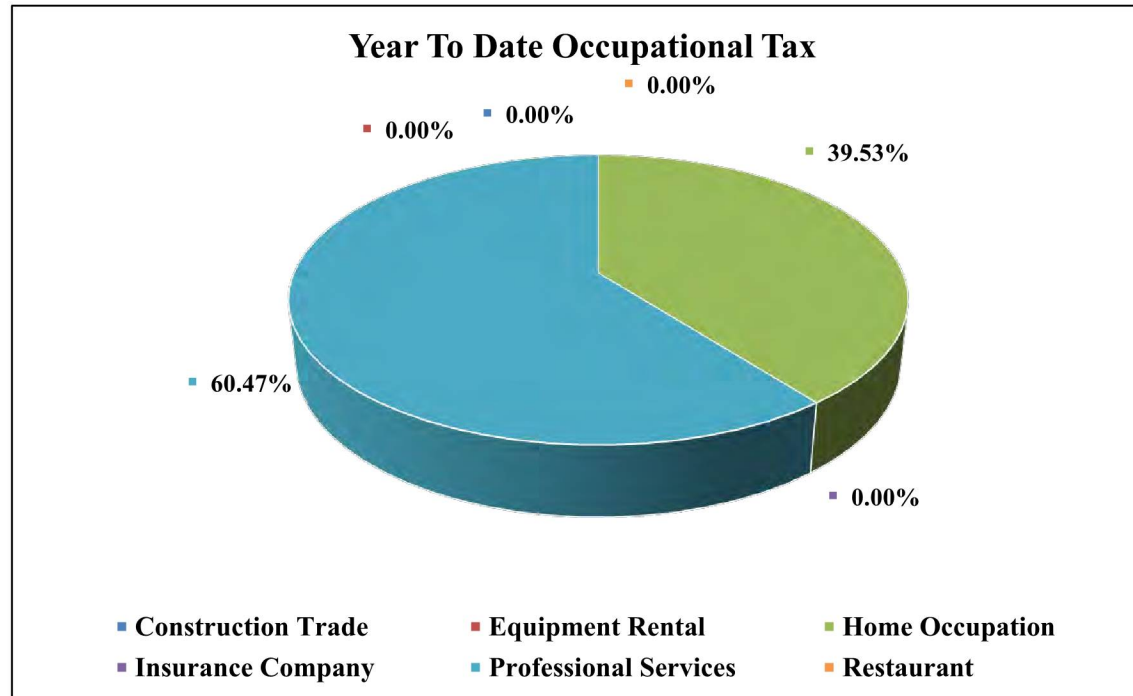
	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Stormwater Infrastructure Inspection Days	2	4	4	4	4	3	-	-	-	-	-	-	21
Number of Stormwater Complaints	4	8	4	3	-	1	-	-	-	-	-	-	20
Total Tons of Street Sweeper Debris Disposed	-	-	-	-	-	-	-	-	-	-	-	-	-
Miles of Roads Swept	-	-	-	-	-	-	-	-	-	-	-	-	-





City of Holly Springs Occupational Tax Summary 2019 Year to Date

	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total
Construction Trade	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Rental	-	-	-	-	-	-	-	-	-	-	-	-	-
Home Occupation	1	3	1	5	5	2	-	-	-	-	-	-	17
Insurance Company	-	-	-	-	-	-	-	-	-	-	-	-	-
Professional Services	10	6	1	4	4	1	-	-	-	-	-	-	26
Restaurant	-	-	-	-	-	-	-	-	-	-	-	-	-
	11	9	2	9	9	3	-	-	-	-	-	-	43





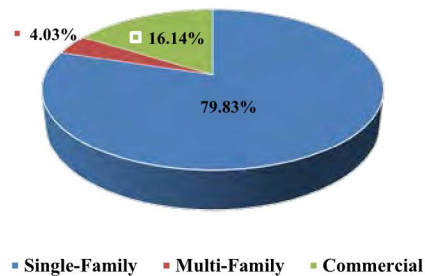
City of Holly Springs
Building Permits and Certificates of Occupancy
2019 Year to Date

	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Single-Family													
Houses	33	34	35	29	30	26							187
Accessory Structures	1		1		1								3
Additions			1		1								2
Basement Buildouts	1		1	2		3							7
Mechanical	1	3	3	1	4	9							21
Plumbing	3	2	4	1	3	4							17
Electrical		1	1	1	1	2							6
Miscellaneous	2	6	13	6	3	4							34
Certificates of Completion	4	2	9	1		8							24
Certificates of Occupancy	32	27	26	33	37	25							180
Multi-Family													
Townhomes		11	3										14
Apartments													0
Misc-Multi Family													0
Certificates of Occupancy	1	2		6	2	4							15
Commercial													
New Structures	1		2		1								4
Addition-C													0
Tenant Build Outs	1		2		2								5
Accessory Structures			1										1
Mechanical													0
Plumbing				2									2
Electrical	3		3	3	1	2							12
Misc-C	5	3	6	7	5	6							32
Certificates of Completion			1	3		1							5
Certificates of Occupancy	1	1	12	9	6	4							33

Permits		
Single-Family	277	79.83%
Multi-Family	14	4.03%
Commercial	56	16.14%
	347	100.00%

CO's		
Single-Family	204	79.38%
Multi-Family	15	5.84%
Commercial	38	14.79%
	257	100.00%

Year To Date Permits Issued



Year To Date Certificates of Occupancy Issued

